

# ATLASS II+



## CONSUMER LEVEL SUPPLY HANDBOOK

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## ATLASS II+ CONSUMER LEVEL SUPPLY HANDBOOK

The purpose of this handbook is to provide procedures and techniques to help employ ATLASS II+ in a consumer level supply account.

This handbook does not supersede existing policy; rather, it should serve to augment/replace those portions of UM 4400-124 which have become outdated. Certain sections of this handbook refer back to UM 4400-124, especially for those decision tables and codes which are still applicable to ATLASS II+. The procedures covered herein do not apply to the following types of materiel: perishable subsistence, individual clothing, garrison property, lumber, ammunition, and bulk fuel. Such materiel will be accounted for in accordance with current applicable Marine Corps directives.

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## CHAPTER 1 - GENERAL INFORMATION

1. **Rights and Privileges.** Rights and privileges (System Qualifications or “SQ’s”) allow access to the ATLASS II+ system by definition and need. The Functional System Administrator (FSA) is responsible for providing all personnel with their rights and privileges to the system. Coordinate the assignment of access, rights and privileges with the S-4, Supply Officer, Maintenance Officer, Commodity Section Leaders, and the various Responsible Officers within your command. Detailed instructions are contained within the Implementation Planning Document (IPD) that was distributed during the initial ATLASS II+ implementation training.

2. **Electronic Reports.** This paragraph contains information concerning electronic reports that can be generated by using units. These reports are provided to assist the using unit in the overall control and management of its assets.

a. **Money Value Gain/Loss Report (MVGL).** This report provides each activity with a listing of all inventory, administrative, lost shipment, and miscellaneous gain/loss transactions, as well as the extended dollar values of the gains/losses. This report will tell the command how well assets are being controlled. A significant number of losses or gains should alert the supply officer and the commander to investigate the causes of these discrepancies. An MVGL will only be produced if you run the batch job. It is recommended that the MVGL be produced on a periodic interval: at least monthly, upon completion of the annual inventory, and change of CO/SupO. This will save time, effort, and paper and will help keep your records organized. All MVGL's require either the CO's or acting CO's signature. This report can be found from the main menu by:

- (1) Selecting the Supply Icon then,
- (2) Selecting the Report Icon then,
- (3) Selecting the Money Value Gain/Loss Report

**NOTE:** Gains/losses can also be viewed prior to approval via the “Pending MVGL Report.” The Pending MVGL Report may be used to obtain the commander's prior approval for adjustment transactions which exceed the supply officer's authority.

b. **Performance Analysis Report.** This report provides the supply officer and the commanding officer a view of the stock status of the account. The report provides a breakdown of the account by the number of line items and their dollar value. This report can be found from the main menu by:

- (1) Selecting the Supply Icon then,
- (2) Selecting Property Accounting Reports then,
- (3) Selecting the Performance Analysis Report

c. **ADHOC Reports.** These reports are generated on an as-required basis by the command. They provide a customized view of various aspects and reports within the unit. Instructions on how to create adhoc reports were provided during initial ATLASS II+ training. Various "canned" adhoc reports have also been developed by MCLCAT EAST, as well as the major subordinate commands within II MEF, and are readily available for your use.

3. **File Maintenance.** Retention requirements for files and records maintained in a using unit supply account include:

- a. The responsible unit's original signed section material file (SMF): (Retain 1 year).
- b. Memorandum fiscal records: (Retain 5 years).
- c. Supply and maintenance directives: (Retain as required).
- d. General correspondence files: (Retain 2 years).
- e. Voucher files: (Retain 2 years).
- f. Letters of appointment and revocation: (Retain 5 years after revocation of position).
- g. Letters of authorization to receipt for materiel: (Retain 1 year).
- h. Completed reports of investigation: (Retain 5 years).
- i. Completed cash/checkage sales' documents: (Retain 5 years).
- j. Copies of Supply Discipline Reports: (Retain 2 years).
- k. Responsible officer appointment letters: (Retain 1 year after RO ceases to serve).

\*\* Electronic copies of historical files and records should be maintained whenever feasible.

4. **Directives and Publications.** The Marine Corps publishes various policy, procedural, and reference publications which govern the day-to-day operation in a consumer-level supply account. With the exception of certain portions of UM 4400-124 which have become outdated, all other publications and directives remain in effect. In certain instances, DoD regulations and publications of other services may also be utilized in your daily operation. The Marine Corps Publications Electronic Library (MCPEL) is authorized and encouraged for use, vice maintaining paper copies of needed Marine Corps orders and directives. Paper copies of technical manuals, however, should still be maintained due to their obvious importance in performing equipment maintenance, modifications, etc. There are four manuals which constitute the broad policies and regulations for management control of supply operations at the consumer level as they pertain to ATLASS II+. These manuals must be on hand in the using unit supply account:

- a. Consumer-Level Supply Policy Manual (MCO P4400.150E)
- b. Uniform Materiel Movement and Issue Priority System (MCO 4400.16G)
- c. Regulated/Controlled Item Management Manual (MCO P4400.82F)

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### d. Total Force Structure Process (MCO 5311.1C)

FedLog is used as the source for virtually all technical data relative to the employment of ATLASS II+. This information updated monthly and maintained in the MEF repository.

## CHAPTER 2 - INVENTORY CONTROL PROCEDURES

**General Information.** Using units maintain in serviceable condition specific quantities of certain items that are considered essential to the operation and mission of the unit. These items are referred to as either organic equipment or operating stocks, and were previously known as allowance items and/or demand supported items. Purpose codes are utilized to provide the owner of materiel with a means of identifying the reason for which the materiel is maintained. Part 1 contains the procedures and related information pertaining to the effective control of operating stocks authorized within a using unit, or purpose code A items. Purpose Code C is used to denote authorized allowance items, or T/E assets within the using unit. Organic equipment/allowance-type items are discussed in Part 2. ATLASS II+ only allows items to be classified as either purpose code A or C, not both--a significant change from SASSY. The use of various condition codes is still permitted, however.

Personnel within the Customer Service Section of the Intermediate Supply Support Activity (ISSA) or the II MEF ATLASS help desk are the points of contact for any problems that arise, and for coordination of all the requirements in the areas of inventory, data entry, and transaction reporting. Additionally, help should be sought out from your chain of command, SMAT, and MCLCAT EAST personnel.

### PART 1 – OPERATING STOCKS (PURPOSE CODE A)

1. Demand-supported items/operating stocks are defined as those quantities of expendable and nonexpendable materiel which are not allowance items but are authorized to support mission requirements based on anticipated usage or authorized stockage levels. There are two types of stockage criteria (refer to MCO P4400.150E):

a. Demand-Supported Stockage Criteria - An item may be maintained if there are at least 6 requisitions for that item within the previous 6 consecutive months. Quantities stocked must be reviewed and, if required, adjusted quarterly.

b. Limited-Demand Stockage Criteria - An item for which usage is anticipated, but the item does not meet the criteria for demand-supported stockage criteria. Examples are as follows:

(1) **Initial Issue Provisioning (IIP).** The process that establishes the range and depth of initial support items required to support a new end item of equipment for a period of time which extends from placing the item in service until full responsibility for support can be assumed by the supply system through routine replenishment. IIP stocks are protected. MCO P4400.150E and MCO P4400.79F (Provisioning Manual) are germane.

(2) **Insurance Items.** Those items that have no computed demand history and are stocked based solely on predetermined specific quantities. Insurance items may be required only intermittently or occasionally and are stocked because of the essentiality or procurement lead-time of the item. The term includes those items for which no failure is predicted through normal usage but, if failure is experienced or loss occurs through accident, lack of a replacement item would seriously degrade the operational capability of a weapon, weapon system, principal item,

or low density (LD) item. Note: Per MCO P44400.150E, any item approved to be stocked as an insurance item may not exceed the quantity one (1).

2. **Operating Stock Level.** Refer to MCO P4400.150E for policy regarding operating stocks.

a. Operating stocks are carried within the Property Accounting tab of ATLASS II+ as Ready for Issue (RFI), Purpose Code A, Condition Code A items. Levels of operating stocks are automatically calculated by running the Average Monthly Recurring Demand (AMRD) process located within the Predefined Process Tab within ATLASS II+.

b. Prior to doing a Buy Review, the using unit should run the AMRD process to update the Requisition Objectives (RO's) and Reorder Points (ROP's), and then run the Recomputation process within the Property Accounting Module. The Buy Review process within ATLASS II+ is located within the Item Management Tab. Once selected, you have the option to buy to RO total, buy to ROP total, or buy to backorder total. Whichever option is selected will process those requisitions to the ISSA and initiate stock replenishment action. You can modify the quantity you buy (requisition) by using the "TopOff Buy" field.

c. Using units that rate Operating Stocks will use the fixed-level requirement code.

d. **Low Density Stockage**

(1) Low-density (LD) end items are combat/mission essential items which are purchased in very small quantities. To reduce repair cycle time, unit commanders are authorized stocks of secondary reparables and critical repair parts to support these LD end items. The IIP process provides the initial stocks of repair parts and secondary reparable items which are treated as allowances during the demand development phase, normally the first 2-3 years of an end item's history (refer to MCO P4400.79F). In addition, the unit commander, with the approval of the force commander, may designate additional items to be stocked as insurance items. Items that support LD equipment are listed on the using unit's balance file with a fixed-level requirement code. Refer to the 2D FSSG Repairable Issue Point (RIP) SOP and MCO P4400.151B for further information regarding secondary reparable items.

3. **Issues**

a. **Using Unit-Initiated Issues.** The following issue transactions are initiated at the using unit issue point:

(1) **Over-the-Counter Issues to WC's.** Issue of materiel by the using unit from operating stock to an end use in response to a task created by a work center (WC) is considered an over-the-counter issue. An over-the counter issue from operating stock results in a statistical charge to the using unit and a financial transaction generated to the fiscal officer.

(2) **Preexpended Bins.** Preexpended bin (PEB) items are modest stocks of low-cost, fast-moving expendable items, e.g., nuts, bolts, filters, and hoses, which are designed to facilitate the maintenance function and enhance readiness by making everyday use items readily available

at a maintenance facility or supply storage site. Preexpended bins may be established at any unit performing maintenance or repair of equipment.

(a) Stocking of PEB's should be coordinated throughout the unit. ATLASS II+ automatically issues PEB items for parts needed on a work order number (WON) if those parts are in stock at supply or the respective WC. If the required item(s) is not in stock, the requirement will automatically be passed to the ISSA.

(b) The maintenance section/WC issue point accomplishes replenishment of PEB's. Once issued to the preexpended bin, no further supply accounting action is required.

(3) **Issues to Assembly.** Issues to assembly, denoted by an "L" within Organic Equipment under the Transfer Tab, include materiel issued from operating stocks to complete sets, kits, chests, or items received from the supply source with components or accessories missing. The issue to assembly transaction does not result in a fiscal charge to the using unit.

4. **ATLASS II+ Interim Procedures for Receipt/POD Management.** The issue point established at the using unit physically receives all materiel marked for the unit and makes the appropriate distribution to the respective WC/Task or places the materiel in stock. It is imperative that the issue point verifies the purpose code of all assets received. If purpose code C assets have been ordered by WC's as purpose code A, the "divert to stock" block within the receipting grid must be checked to ensure the item is properly loaded to the property records.

a. **Types of Receipt Transactions.** The following are receipts most commonly processed by the using unit issue point:

(1) **Materiel Receipt Transaction**

(a) The DD 1348-1 is received with the materiel as a result of requisitions submitted to the supply source. The majority of these receipt transactions will come from the ISSA; however, other supply sources, i.e., integrated materiel managers (IMM'S), will provide materiel as requested. The materiel receipt transaction will contain the unit's document number with NSN requested or the substitute NSN furnished, or the document number will be defaulted when the receipt transaction is scanned by the automated information technology (AIT) system.

(b) ATLASS II+ allows the using unit to assign sets or series of document serial numbers to certain types of transactions and/or WC's. For example, a unit may decide to assign 5000-series serial numbers to all replenishment buys for operating stocks (purpose code A). Another instance might be to assign all 2000-series serial numbers to the Motor Transport WC. This capability should be utilized whenever possible to streamline and simplify the receipting process.

(2) **Materiel Transfer Transaction (Redistribution)**

(a) The materiel transfer receipt transaction, denoted by a "M" within Organic Equipment under the Transfer Tab, is a redistribution order from one unit to another, as directed by higher authority (normally the MSC).

(b) Marine Corps-controlled items (CIC's A through I) may be redistributed within the MSC by use of materiel transfer transactions, as directed/authorized by higher authority.

(c) *Note: Units should always remember to export (to diskette) the maintenance history of equipment to be redistributed prior to processing the materiel transfer transaction. Applicable work orders must be cleared of pending tasks prior to exporting maintenance history data. Gaining units will need to import this history into their ATLASS II+ machine before receipting for redistributed items.*

(3) **Proof-of-Delivery (POD) File**

(a) ATLASS II+ eliminates the need to maintain hard copies of DD 1348 shipping documents in the Proof-of-Delivery (POD) File. Using units may now maintain electronic POD files only after the transaction is liquidated in SABRS III. The rationale is that the comptroller community within II MEF requires a hard copy POD to resolve fiscal problems in SABRS III.

(b) Supply sections will maintain signed and dated copies of all receipt documents (POD's) until the supply/fiscal officer is confident that the transaction has been liquidated from SABRS III.

(c) Minimum annotation requirements for DD-1348 receipt documents are the signature of designated recipient, i.e., the authorized commodity section representative, and date. Using units loaded to ATLASS II+ are not required to follow figure 3-25 of UM 4400-124.

(d) Once the receipt transaction has been entered into the ATLASS II+ POD file, the system will automatically file the document electronically for 27 months and will associate the social security number of the individual actually keypunching the receipt transaction (POD) to that document. POD files may be viewed and/or printed by using the ADHOC report function.

(e) The above procedures do not apply to filing and retention of documents related to purchasing and contracting, e.g., DD Form 1149, DD Form 1155, DD Form 250, etc. Retention period for completed purchasing/contracting-related documents is three years.

(f) Units are required to maintain a hard copy POD for all receipts not from due (this also applies to duplicate shipments received from the ISSA).

(4) **Materiel Receipt From a Work Center**. When a WC turns in serviceable materiel to the issue point, a materiel receipt transaction "not from due" will be processed.

## PART 2 – ORGANIC EQUIPMENT (PURPOSE CODE C)

1. **General Information**. It is the responsibility of the using unit commander to have on hand or on order at all times those quantities of authorized allowance items as directed by the unit's T/E and other allowance-type publications or directives issued by higher headquarters.

a. Allowance publications are considered as guidance directives to using units. The specific allowance publications or directives will normally indicate the degree or latitude which the commander is permitted in dealing with such allowances and stocks. Using units will establish and maintain stock levels as follows:

(1) Type I - In accordance with the current T/E.

(2) Type II (As required) - On hand quantities of Type II items are stocked in accordance with the determination and approval of the Major Subordinate Command (MSC) commander except when higher headquarters directs specific allowances.

(3) Type III - As authorized by the current edition of MCO 4000.10. These items will also be listed on the T/E.

2. **Unit Material File (UMF)**. The UMF is the **primary** means by which a unit commander establishes and accounts for allowance-type items. The UMF is a management tool (report) which provides the commander total asset visibility of authorized allowance-type items, to include unauthorized excesses and unfunded deficiencies.

a. Every unit commander who has T/E or special allowances established by HQMC, as well as annual type II allowances authorized by the force/MSC commander, must establish and maintain a UMF to control these assets. The using unit is responsible for the control, accountability, maintenance, and disposition of all allowance-type items loaded to the UMF. The UMF provides current information such as the NIIN, allowance and on-hand quantities, unit price, overages, shortages, and other information necessary to manage allowance-type materiel within the command. The UMF may be maintained electronically within ATLASS II+. Supporting documentation for adjustments made to the UMF, i.e., letters of unserviceable property, recoverable item reports (WIR's), receipt copies of DD Form 1348-1 shipping mats, cash/checkage sales documents, and completed reports of investigations, will be maintained in the using unit voucher file for the retention period prescribed in UM 4400-124.

(1) Allowance quantities specified on the UMF are mandatory allowances [see paragraph 2.a(4) below]. These items will be on hand or on order at all times unless otherwise authorized by higher headquarters or documented as unfunded deficiencies. When the on-hand and due quantities fall below the allowance quantity, the unit will prepare a requisition for the deficient quantity. Requisitions for controlled items will cite the appropriate 4-series advice code (refer to ATLASS II+ help or page 4-4-10/13 of UM 4400-124).

(2) The using unit's allowance items are carried on the (UMF) as Purpose Code C, Condition Code A. Total allowance assets are equal to the on-hand quantity plus any authorized

due quantities. Authorized allowance requirements represent all T/E allowances and special allowances plus or minus any command adjustments. Replenishment of allowance-type items must be requisitioned by the using unit or issued from existing operating stocks.

(3) The allowance record may contain a Primary National Item Identification Number (PNIIN) and up to nine substitutes. Allowance quantities are recorded against the prime NIIN, with the on-hand quantity printed for the actual NIIN of the item on hand. The total of the on-hand quantities plus those quantities due in from various sources of supply should equal the authorized allowance figure shown for the prime NIIN. When these quantities are not equal, the unit is either deficient or in excess of its authorized allowance. Excesses will be indicated by the number of items in excess as shown in the over/short column on the Unit Materiel File (UMF). The deficient quantity will be depicted by the quantity short with a minus sign.

(4) The UMF does not reflect total T/E authorized allowances. Rather, it displays the total allowance inducted into the system by the unit. Total T/E allowances are found within the "management" tab. It is imperative, therefore, that units ensure allowance information inducted and posted to the UMF is accurate. All disparities between the total allowance listed on the UMF and actual T/E allowance must be corrected via the necessary command adjustment quantity (positive or negative), and, where appropriate, a data trouble report (DTR) should also be submitted to the MEF Help desk.

b. All Marine Corps-controlled items resident in Federal Logistics (FedLog) will be identified on the UMF with CIC's of A through I. If the item listed on the UMF is locally controlled, as designated by the force or local commander, a CIC of 2 will be assigned. If the item is not designated as a controlled item, this column will be blank.

c. The T/E should be used as a guide when issuing allowance-type items to various WC's; however, the commander has the ultimate prerogative to distribute these assets in the manner deemed most conducive to mission accomplishment. Upon receipt of an allowance item from a due-in requisition, issue the item by serial number (if serialized) and quantity to the appropriate WC. Coordinate the actions of the UMF, Section Materiel File (SMF), and Document Management Report (DMR) clerks to ensure allowance items are properly loaded to SMF's and signed for by the respective responsible officer (RO).

### **3. Assignment of Local TAMCN's**

a. Occasionally, items are held by using units which must be controlled as allowances items but have not been assigned TAMCN's, e.g., flags, band instruments, and captured enemy weapons. In order to load these items to the UMF and SMF's, it is necessary to have a "local" TAMCN assigned and a type II allowance approved. The agency responsible for assigning local TAMCN's is the Customer Service Section of the ISSA. The approving authority locally-established, type II allowances is the MSC commander.

b. The using unit will submit correspondence to the Customer Service Section requesting a local TAMCN be assigned to a particular item. The required information to assign a local TAMCN is the item nomenclature, NIIN, and commodity area (i.e., communications, engineer,

etc.). Additionally, if a NIIN does not already exist for the item, include the request for local NIIN assignment in your correspondence. Note: Local TAMCN's are intended for short-term use (refer to MCO P4400.150E).

4. **Allowance Change Transactions.** ATLASS II+ permits changes to be made to the allowances listed on the UMF, as long as the total allowance does not exceed the T/E allowance. Therefore, *caution should be used to ensure only authorized allowance changes are being inducted* (i.e., use of command adjustment field). Using units should use the "management tab" for the day-to-day management of T/E allowances.

a. T/E allowances are automatically loaded/updated to the ATLASS II+ server, in the MEF repository, when the ISSA executes the monthly MDL update process. Specific changes to allowances are detailed in the organic property section of your ATLASS II+ computer. Following the MDL update process, units may view all T/E changes by printing out the MDL exception report (available within the management tab). Necessary changes may then be inducted, via command adjustment, using the management tab.

b. Do not load planned allowances on the T/E to the UMF. Also, an approved allowance for *new equipment* is not necessarily the authority to requisition the equipment. New equipment is fielded in a variety of ways. Sometimes it is force-fed, and sometimes there are special funding instructions. Fielding instructions are contained in the Users Logistics Support Summary (ULSS) for the equipment. Obtain the ULSS from Marine Corps Systems Command (MarCorSysCom) or your MSC Supply office for all planned allowances. ULSS's are also available on line at: <http://www.ala.usmc.mil/ulss>

#### 5. **Disposition of UMF Excess Quantities**

a. When the UMF reflects that an allowance item (Marine Corps-controlled item, CIC's A through I) has an excess quantity, the unit will request disposition instructions in accordance with procedures established by the local MSC. Excess consumable items will be transferred to Purpose Code A for rollback to the ISSA or turn in to DRMO. When disposition instructions are furnished by the MSC to redistribute assets between using units, the following actions will be taken:

(1) The redistribution order will act as the authorization for a management-directed redistribution. The units involved will, upon direction from higher authority, ship the equipment to be redistributed by using the shipping invoice/Material Release Order (MRO) produced by ATLASS II+. The document number will either be directed by higher headquarters or provided by the receiving unit. Following a joint limited technical inspection (LTI) of the equipment, receiving units will pick up the equipment within a reasonable amount of time (usually 3 working days). The supply officer and RO will coordinate the redistribution effort to minimize movement and handling of the redistributed asset(s).

(2) The originating unit will induct the materiel transfer (redistribution) transaction in ATLASS II+ prior to completion of the shipping action. As mentioned in paragraph 4.a(2)(c) of

chapter 2, preceding, units must ensure existing work orders are cleared of pending tasks and maintenance history is exported prior to processing the materiel transfer transaction.

(3) Again, the issuing unit must remember to export the maintenance history of the equipment being redistributed before processing the materiel transfer transaction.

b. If the excess assets cannot be redistributed within the major command or MEF, the using unit or MSC will submit a Recoverable Items Report (WIR) to the Commander, Marine Corps Logistics Bases (COMMARCORLOGBASES), Albany via the WIR Online Process Handler (WOLPH) program or by Naval message. All document numbers will contain the letter "E" in the first position of the document serial number (refer to MCO P4400.82F). Upon receipt of disposition instructions, one of the following actions will be taken:

(1) **Turn-In to MARCORLOGBASES.** A turn-in to MARCORLOGBASES requires a rollback transaction. Prepare the issue to rollback transaction using the same document number as the WIR submitted to COMMARCORLOGBASES, and place the activity address code (AAC) of the receiving Marine Corps Logistics Base (Albany or Barstow) in the supplementary address field. An invoice will be produced for the unit to ship the materiel as instructed, and a copy of the request along with disposition instructions will be retained in the using unit's voucher file. Prepare a preservation, packaging, and packing (PP&P) request and make an appointment to deliver the equipment and shipping document to PP&P. Per current policy, this action must be completed within 5 days of receiving disposition instructions from Albany.

(2) **Turn-In to Disposal.** Prepare an issue to disposal transaction with the same document number as the WIR submitted to COMMARCORLOGBASES. An invoice will be produced for the unit to turn the materiel into the local disposal activity. A copy of the request, the disposition instructions, and a copy of the invoice signed for by the disposal activity, will be retained in the using unit's Voucher File. Deliver the equipment to the Defense Reutilization and Marketing Office (DRMO) once an appointment can be made and transportation is available.

c. While awaiting disposition instructions on equipment reported as excess, necessary maintenance will be accomplished to prevent deterioration of the equipment and to maintain the equipment in the same condition as reported. Corrective maintenance will not be initiated to upgrade the condition of excess equipment.

d. For stores account code (SAC)-1 consumables or expendables, send correspondence to the customer service section of the Intermediate Supply Support Activity (ISSA) giving details of the excesses (e.g., NIIN, nomenclature, quantity, etc.). They will review and advise as to which items will be accepted for rollback to the ISSA and which items will be sent to disposal. For the items that will be accepted by the ISSA, prepare a rollback transaction to roll the excess assets back to the materiel distribution center (also known as the general account). Ensure that assets to be rolled back are in Purpose Code A, Condition Code A. If large numbers of items are being processed at the same time, the using unit may be required to schedule the delivery in accordance with local ISSA procedures. Contact your MSC/MEF for inter-MSC/MEF procedures prior to rolling items back to the ISSA.

e. If excess consumables or expendables are unserviceable and not on the records, induct a receipt not from due ensuring the item is placed into the proper condition code (i.e., F), then induct a turn in to disposal transaction. If items are serviceable and not accepted for rollback by the ISSA, induct a turn in to disposal transaction. In both instances, an invoice/MRO will be produced within ATLASS II+. Attach the invoice to the materiel and turn the items in to the Defense Reutilization and Marketing Service (DRMS). The correct purpose code/condition code is a prerequisite to the disposal action in that DRMS requires unserviceable materiel to be appropriately classified prior to turn in.

6. **Disposition of UMF Excess Dues.** In those instances when the UMF reflects an excess quantity due in from the source of supply, the unit will request instructions in accordance with local command procedures. The local command will consider the following:

a. Supply or shipping status on the open requisition indicates the asset has been released or is already in the shipping cycle. The local command will determine whether shortages for the same item exist elsewhere in the MSC. If a requirement exists, redistribution may be directed when the asset is received. If no other intra-MSC requirements exist, cancellation may be attempted by directing the using unit to submit a cancellation request asking for total or partial cancellation of the requirement at the source of supply. The supply officer can follow-up with the source of supply via phone. Phone numbers for various sources of supply are available in the Defense Logistics Support Command (DLSC) Customer Assistance Handbook (1-877-352-2255).

b. If the last status received indicates the asset has not been released for shipment, then the using unit should be directed to cancel the requisition at the source of supply.

7. **Database Alignment.** The database alignment function within ATLASS II+ is used to ensure the accountable balance and quantities of equipment reflected as subcustodied on the UMF are in alignment. It is recommended the database alignment function be ran weekly as a batch process or for each line item as the need to realign occurs. The batch process should only be run when there are no end items listed as “pending CA” in organizational supply and after all causative research to determine the origin of the imbalance has been completed.

- The database realignment is a function within the ***Systems*** window under the ***Management*** column. Running this process will cause ATLASS II+ to take information from the location and subcustody files and update the UMF. The user has the choice of realigning the entire database or a single TAMCN. Once the realignment is completed, the UMF will accurately reflect the location files and the SMF's.

8. **Section Materiel File (SMF).** The SMF is provided in AC/WC/TAMCN sequence. The SMF lists the authorized allowance and on hand quantities for items in the custody of the responsible officers (RO's). The SMF is similar to the UMF and contains the USMC/serial numbers of all on-hand serialized allowance-type items. The SMF lists both expendable and non-expendable allowance items. The signed SMF is an official accounting record, and the items signed for by the RO are his/her responsibility until relieved of responsibility, in writing, by the commanding officer. SMF's should be maintained current at all times. Coordinate actions between the UMF and SMF clerks to ensure the accountable records are current on a

daily basis. Any expendable items which the commanding officer designates in writing as locally controlled items will be treated as nonexpendable and will be loaded to the UMF and SMF with a CIC of 2. Reconciliations between the RO's and supply will be conducted at a set frequency, i.e., quarterly or semiannually, as determined and approved by the commander or MSC, which will best facilitate accurate record keeping within the unit. Currently, quarterly reconciliations are the standard, with one being designated as the annual inventory.

a. Using unit actions are as follows:

(1) Maintain the signed copy of the SMF for each WC, together with all adjustment transactions (receipts, issues, and inventory adjustments), for one year from the date of the RO's signature. Make changes to the SMF as they occur; remember, any changes to the SMF also affect the UMF.

(2) Annually and upon change of RO, the RO will conduct an inventory of all assets to include stock list components. Refer to figure 2-1 for procedures. The RO will report the on hand quantities of all assets and submit a request for investigation/adjustment to property records to the commanding officer, via the supply officer, for all disparities not supported by the necessary documentation (e.g., 1348-1 interim receipt documents). Refer to figure 2-2.

(3) The supply officer will prepare a cover letter and provide it, along with sufficient copies of the SMF, to each RO for reconciliation. The cover letter will specify the time frame—15 calendar days—in which the SMF reconciliation must be completed.

(4) Upon receipt of the signed copy of the SMF from the responsible officer, reconcile any differences that may exist and conduct causative research to determine the origin of the disparities. Endorse the RO's package and forward it to the commanding officer for review and appropriate action. Refer to figure 2-2. Changes supported by authentic documentation will be made prior to the RO signing a new SMF and should not be included on the Request for Investigation/Adjustment to Property Records submitted to the commander. Quantities/serial numbers in dispute (documented on the RO's letter) will remain on the SMF until adjudicated by the commanding officer.

(5) The USMC/serial numbers for which the RO is responsible will be recorded on all copies of the SMF's.

b. Responsible officer actions are as follows:

(1) Ensure proper care, maintenance, security, and accountability of assets by use of trip tickets or other subcustody methods, as appropriate. Refer to the applicable technical manuals, SL-3/4, MCO P4400.150E, and MCO P4790.2C. To reiterate, the signed SMF is an official accounting record, and the RO is responsible for all items until relieved of responsibility by the commanding officer. The RO is responsible for all T/E property in his area of responsibility. Therefore, if items are discovered which are not listed on the SMF, the RO is required to report them to the commanding officer via the supply officer.

(2) When the responsible officer receives an updated SMF, the on-hand balances and USMC/serial numbers will be verified, and a signed copy returned to the supply officer with the bottom of each page initialed and the last page signed and dated. If the responsible officer notes discrepancies, reconcile any differences that may exist by providing the appropriate supporting source documents. Refer to figures 2-1 and 2-2.

(a) If the supply officer and the responsible officer agree that the SMF is in error (e.g., a keypunch error -- supporting documentation is on hand but a discrepancy exists on the SMF), the supply officer will make the necessary change(s) to the SMF. Changes made to signed copies of SMF's will be annotated in pen and initialed by both the supply officer and RO to acknowledge the change. In no case will changes be made to an SMF without the requisite supporting documentation.

(b) If the supply officer does not agree with the responsible officer, the responsible officer will report the discrepancies to the commanding officer. Even though the responsible officer disputes the quantities on the SMF, he will still sign the endorsement to the SMF update letter (see figure 2-2), certifying the SMF to be correct. Simultaneously, he will submit a request for investigation/adjustment to the property records to the commander, via the supply officer, identifying the discrepancies in the account. This letter will document the responsible officer's position on disputed quantities and/or serial numbers on the SMF.

(3) Records at the WC level will be kept to a minimum. Responsible officers must ensure that their records are maintained current on a day-to-day basis. One copy of the SMF, with pending increases and decreases, will be maintained at the WC level. By maintaining the SMF current, the responsible officer will assist the commanding officer in guarding against critical shortages and unauthorized excesses.

(4) Responsible officers may designate one or more individuals as their authorized representatives to receipt for and requisition supplies; however, notice of delegation of authority will be made, in writing, and signed by the responsible officer concerned. The supply officer will maintain the original copies of delegation of authority letter, along with responsible officer appointment letters, for one year after the date the RO ceases to serve.

(5) Information appearing on the SMF will be utilized when requisitioning allowance-type items.

**9. Receipts for Individual/Garrison Equipment.** Items of individual equipment, other than weapons and accessories issued to individuals, will be issued and controlled utilizing the Individual Issue module within ATLASS II+. The issuing office will print two copies, retain the signed copy, and the other copy will be given to the individual signing for the property. Nowadays, the majority of individual equipment is managed by the Consolidated Issue Facility (CIF).

a. When circumstances do not permit centralized control, individual equipment may be issued to responsible officers via temp loan or the SMF.

b. On a monthly basis, the using unit supply officer will reconcile all individual issues with a current unit personnel roster.

c. Upon recovery, transfer the information from the ATLASS II+ Individual Issue or temp loan module back to the appropriate location (or SMF) and return the printed copy of the receipt to the individual/WC.

## 10. Voucher File

a. Supply voucher files may be maintained in various automated or non-automated modes utilizing ATLASS II+, i.e., via the electronic database or manual filing. Regardless of the format in which files are retained, a viable audit trail must be established and maintained to establish the transaction history. In order to provide an audit trail of transactions affecting certain non-expendable and expendable property, voucher files will be maintained as part of the property account. Basically, voucher files exist to provide an audit trail of certain transactions that have changed the formal property accounting records. At minimum, voucher files will be maintained by the following categories:

(1) Cash collection vouchers.

(2) Adjustment vouchers, i.e., gains and loss transactions (inventory, miscellaneous, and administrative), and associated Money Value Gain/Loss Reports (MVGL's).

(3) Change-of-custody transactions, i.e., issue, receipt, redistribution, disposal, and rollback transactions, to include all supporting documentation.

(4) Cash/checkage sales transactions.

(5) Completed, property-related reports of investigation.

b. **Procedures.** Supply documents that provide an audit trail of transactions affecting the formal property accounting records will be placed in the voucher file when the transaction is completed. Procedures for processing the various documents placed in voucher files are contained in other areas of this handbook. The following vouchering criteria and file maintenance procedures apply to documents placed in the voucher file.

(1) **Cash Collection Vouchers.** Regardless of dollar value, a copy of the DD Form 1131 (Cash Collection Voucher), signed by the disbursing officer, will be placed in a separate voucher file in document number sequence. Supporting documentation, to include NAVMC 6's (Cash Sales/Request for Checkage for Government Property) and copies of any issue to cash sales transactions, will be attached. Documents placed in this file will be maintained for 5 years, after which they will be destroyed locally by shredding or burning.

(2) **Adjustment Vouchers.** Voucher the money value gain/loss report, once signed by the CO or acting CO, to document all adjustments made to the supply account.

(a) Adjustment transactions are gain and loss transactions (administrative, inventory, and miscellaneous). Although you might feel that one type of loss or gain is "better" than another, from an accounting standpoint there is no difference. When in doubt as to what type of adjustment to make, induct miscellaneous gains or losses. A miscellaneous gain may substitute for other gain transactions and is always correct when posting an increase to the account balance. Similarly, a miscellaneous loss is never incorrect when posting a decrease to the account balance. The more specialized adjustments are discussed below:

1. **Inventory gains and losses.** It is recommended that you confine their use to adjustments that result from formally scheduled wall-to-wall and cyclic/spot inventories. Furthermore, you should submit an inventory gain or loss when the decision tables for processing shipment discrepancies require you to do so.

2. **Administrative adjustments.** Do not use these transactions merely because you have determined the account balance to be in error. If you are unable to determine the specific accounting error, submit a miscellaneous gain/loss transaction as appropriate. If you are able to determine what the accounting error was, then you may submit the administrative gain/loss.

3. **Shipping loss.** Units are highly encouraged to aggressively pursue non-receipt of shipments. Shipment tracer action should be initiated via the ISSA or TMO as early as reasonably possible following receipt of BA (processed for release and shipment) or AS1 (shipping) status from the ISSA or IMM, respectively. You must have supporting documentation from the ISSA, TMO, or Supply Discrepancy Report (SDR) to substantiate processing a lost shipment. Note: The decision tables contained in UM 4400-124 should also be reviewed prior to processing a lost shipment. These decision tables might require you to submit an inventory loss or miscellaneous loss to decrease the accountable balance following a discrepant shipment, vice processing a lost shipment transaction. If you are uncertain as to whether a lost shipment transaction is appropriate, submit a miscellaneous loss. The following DLA web site should be used to track lost shipments and process SDR's with the supporting IMM: <http://wegal.ogden.disa.mil> (select DSS Requisition Query Screen)

(b) The CO or acting CO must approve the following gain and loss adjustments prior to induction per MCO P4400.140E:

1. All controlled items (both local and Marine Corps).
2. Serialized item adjustments greater than \$800.
3. Adjustments to non-serialized items with an extended value of \$2,500.00 or more.

**NOTE:** You can use the mailbox approval method in ATLASS II+ to do this; however, doing so will require coordination with your commanding officer. The remarks block of an adjustment transaction in ATLASS II+ only holds 255 characters of information, and the CO can only view a small portion of the remarks block. You can either use the current method of preparing a

written voucher or letter, present adjustments to the commander electronically via mailbox, or using the “Pending MVGL” to obtain the commander’s prior approval. An ADHOC report is also available to validate that adjustment transactions are being approved at the appropriate level of authority. All transactions are archived for a period of 27 months in ATLASS II+, and all MVGL reports must be signed by the CO or acting CO.

(c) Do not break adjustments for non-controlled items into multiple transactions merely to circumvent the \$2,500.00 threshold. You may submit multiple adjustments to the same NIIN if the adjustments refer to separate incidents. However, if you prefer, you may submit a combined net adjustment for the NIIN, unless an adjustment for a specific quantity is required for some purpose, such as to document action taken following an investigation. To give you an idea of what constitutes an incident, here are some examples:

1. Each loss supported by a missing gear statement is a separate incident.
2. An adjustment made as a result of an inventory, either wall-to-wall, cyclic, or spot, is an incident. The adjustment is a single incident, even though there may be more than one contributor to the discrepant quantity.
3. An adjustment made to correct an accounting error is a separate incident. For example, a duplicate transaction of a receipt is posted and, for whatever reason, a reversal will not process. The adjustment transaction to reduce the erroneous quantity posted by the duplicate receipt is a single incident.

(d) You may use any official method to document adjustments where prior approval by the commanding officer is required. Use of the electronic mailbox is certainly encouraged; however, the Pending MVGL Report, standard naval correspondence (refer to figure 2-3), or a General Purpose Transaction Document (NAVMC 10694) may be used. Whatever method you choose to employ, the vouchering policy contained in paragraph 2004 of MCO P4400.150E is germane. Here are a few scenarios that may exist:

1. Scenario #1: Assumes the unit commander has access to an ATLASS II+ machine and can approve the required transactions via electronic mailbox.

a. Unit supply officers should ensure the adjustment justification block contains sufficient information to enable the CO to make a prudent decision on whether to approve the gain/loss adjustments.

b. CO’s and supply officers may approve gains and losses falling within their parameters as stated in paragraph 2004.6.a of MCO P4400.150E using their ATLASS II+ mailboxes. When this is done, the system automatically attaches the approving official’s social security number to the transaction, making it possible to maintain an electronic voucher file. The data will automatically be stored in the ATLASS II+ archives for 27 months (this exceeds the file retention requirements). Transaction approval data may be retrieved through the use of ADHOC programs.

c. The supply officer should run the MVGL report option at least monthly and have the printed MVGL certified by the CO or acting CO and filed per for the prescribed retention period (2 years).

2. Scenario #2: Assumes that unit commander does not have regular access to an ATLASS II+ machine, and therefore cannot approve gains/losses via the mailbox. There are several options available.

a. Use of the Pending MVGL. This method is recommended when justifications for the adjustment transaction are too long to fit within the ATLASS II+ justification block.

b. Unit supply officers may print “Pending” MVGL Notices in ATLASS II+. All transactions resident on the Pending MVGL that require the CO’s authorization require the appropriate justification. Such justification statements can either be written or typed on the actual Pending MVGL or attached separately.

c. The CO will sign the Pending MVGL, with appropriate justification, to authorize the supply officer to process the gains and losses. Once processed, the actual MVGL must be printed and signed by the CO or acting CO accordingly.

d. File the Pending and Actual MVGL’s together in the voucher file. This relieves the burden of producing “hard cards” for each transaction which required the CO’s signature or having a “passed edit” listing signed.

(e) Use of “Print Screen” for gain/loss transactions. This method is recommended for adjustments whose justification statements fit within the justification block in ATLASS II+.

1. The gain/loss transaction is input into ATLASS II+ with the appropriate justification.

2. The commanding officer signs the “print screen” transaction.

3. File the signed (print screen) voucher either in the voucher file or with the actual MVGL, signed by the CO or acting CO.

(f) Use of ADHOC reports to retrieve gain/loss transactions from the ATLASS II+ history file. This method is recommended for adjustments that fit within the ATLASS II+ justification block and there are many adjustments for the commanding officer’s approval.

1. The gain/loss transactions are input into ATLASS II+ with the appropriate justification.

2. Execute an ADHOC program to print the transactions, with justification, and obtain the commanding officer’s signature.

3. File the signed ADHOC program in the voucher file or with the signed MVGL.

One of the intents of ATLASS II+ is to create and work in a “paper-least” environment.

(g) Note: the above procedures do not apply to change-of-custody transactions. The procedures currently outlined in paragraph 2.10.b(3) of UM 4400-124 are germane.

(h) Money Value Gain/Loss Reports will be annotated with the following statement:

***"I have reviewed the documents on this notice and verify that required documents have been properly certified."***

Present the annotated MVGL report, with all supporting documentation, to the commander (or the acting commander designated in writing) for signature. The signed MVGL report must be maintained in chronological sequence in the voucher file for two years.

1. The only formal supporting documentation required consists of the letters, forms, or electronic signatures by the commander authorizing you to make adjustments to controlled items, serialized items valued at \$800 or more, and adjustments valued at \$2,500 or more. Supporting documentation for adjustments within the criteria for the supply officer does not have to be maintained. It is a good management practice, however, to enter the justification in the justification box that ATLASS II+ provides with the adjustment transaction for your own benefit and/or future research purposes.

2. You are required to maintain the supporting documentation for adjustments that required the commander's prior approval. The retention period is two years. If you use the form letter depicted in figure 2-3, file the letters in accordance with your unit's correspondence procedures. Discard the form letters when you dispose of the rest of the correspondence for that calendar year (after two years). If you use the NAVMC 10694, file the adjustment documents in the voucher file in document number sequence by type of transaction. Electronically maintained supporting documentation will be held in the MEF repository for 27 months after which it will be purged automatically.

(i) Remember to submit a missing, lost, stolen, or recovered (MLSR) property report, if required, per the current edition of SECNAVINST 5500.4 and MCO 4340.1A.

(j) Note: *For further guidance concerning the use of electronic filing and/or vouchering methods, refer to OIC, FSMAO-1 ltr 4400/U87 of 25 May 01. This letter serves as a policy waiver for II MEF Units.*

(3) **Change-of-Custody Transactions.** All receipt, issue, rollback, disposal, and transfer transactions will be placed in the unit voucher file, in TAMCN/document number sequence, in accordance with the following procedures:

(a) Copies of all change-of-custody transactions will be placed in the voucher file. Supporting documents (letters of unserviceable property, receipted copy of DD 1348-1 shipping mats, recoverable item reports (WIR's), turn-in letters/invoices, etc.) will be attached to the

change-of-custody transactions, which will be maintained in the voucher file for 2 years after which they may be destroyed locally.

(b) Approval signatures are not required for change-of-custody transactions. Note: when transferring equipment from one SMF to another, signatures of the respective RO's are required. This is normally accomplished by means of an "interim receipt" of sorts, e.g., DD form 1348-1.

(4) **Cash/checkage Sales Transactions.** When a cash sale transaction cannot be effected, a checkage sale may be used for *voluntary* reimbursement to the Government for lost, destroyed, or damaged government property. The NAVMC 6 will be used to effect cash and checkage sales, which are vouchered according to the following procedures:

(a) Checkage sales for individual clothing shall not be authorized if the member is in a non-pay status, if the dollar value of the sale is less than \$50 (except under extraordinary circumstances), or for members who are scheduled for separation within the next 90 days (refer to MCO P10120.28\_).

(b) Regardless of dollar value, a copy of all cash/checkage sales with attached supporting documentation will be maintained in the using unit's voucher file, in chronological sequence, for a period of 5 years after which they may be destroyed locally by shredding or burning.

(5) **Completed, Property-Related Report(s) of Investigation.** Only those reports of investigation involving loss, gain, or damage to Government property require vouchering. When all required action has been completed, the signed copy of the approved report of investigation (to include the supply officer's certification statement) will be retained in the voucher file for a period of 5 years from the date of the voucher number, after which it may be destroyed locally by shredding or burning.

(6) **Letters of Unserviceable Property (LUP).** ATLASS II+ streamlines the traditional washout process (stamped EROs are now nonexistent), as the process is now automated. Intermediate Maintenance Activities (IMA's), to include MSSG Maintenance Detachments and Depot Maintenance Activities (DMA's), are the only activities authorized to washout a controlled item. When the IMA/DMA performs a washout on an item, the using unit will receive electronic notification via ATLASS II+. The IMA/DMA will submit the WIR message per local procedures, i.e., the WOLPH program, Materiel Returns Program (MRP), Naval message, etc. When disposition instructions are received, the using unit simply needs to comply with the guidance contained therein. The signed copy of the disposal/rollback mat must be maintained in the voucher file to support the rollback/issue to disposal or miscellaneous loss (in the case of demilitarization) transactions. Coordinate the actions of the SMF, UMF and DMR clerks to ensure that the appropriate serial number is removed from the correct WC account and that a replacement item is requisitioned per local procedures. If the washed out item is a serialized small arm, submit a change to the unit Crane report per MCO 8300.1C. In general, the supply officer will determine the serviceability of and is authorized to washout non-controlled equipment.

c. **Missing or Lost Vouchers.** When it is determined that a voucher is missing or lost and after a thorough search has been made, a statement in lieu of the lost or missing voucher will be placed in the voucher file. The statement will be signed by the unit commanding officer for all change of custody transactions, and adjustment transactions dependent on the original voucher criteria. All missing vouchers can be documented in one letter authorized by the commanding officer. *Use of electronic filing should greatly diminish the quantities of "lost" vouchers.*

11. **Assignment of Local Serial Numbers.** When accounting for principal end items, the USMC/manufacturer's serial/registration number will be used. "Unique" serial numbers may be assigned when USMC/manufacturer's serial numbers are not present, or to assist in identifying end item application. Each NIIN will have a unique serial number. Unique serial numbers will be controlled by supply to prevent duplication.

a. The unique serial number will be comprised of the last five digits of the owning unit's activity address code plus three additional alpha-numeric characters; e.g., 12110001.

b. The serial number will be affixed to the end item in such a way as to ensure that it will not be lost through major component replacement.

c. The serial number may be placed on a data plate that can be retained and reapplied when the major component to which it is affixed is replaced.

**NOTE:** ATLASS II+ currently allows **duplicate unique serial numbers** within the same TAMCN when more than one NIIN is present. Therefore, the unit's supply section must control the assignment of unique serial numbers to prevent duplication.

12. **Temporary Loans of Organic Property to Individuals/Organizations.**

a. Temporary loans of organic property to an organization under another command within the Marine Corps are neither desired nor encouraged. However, upon the determination that such a loan is necessary and is in the best interest of the Marine Corps, a loan may be authorized. Items issued on a temporary loan basis will use a NAVMC 10359 (refer to UM 4400-124) or the temporary loan module within ATLASS II+. Additionally, the due date and authority for making the temporary loan will be annotated on the document, and a separate file entitled "TEMPORARY LOANS" will be maintained for non-automated temporary loans.

b. A suggested method to facilitate the temporary loan process is to enter the information into the ATLASS II+ temporary loan module. Print a hard copy of the temporary loan document, obtain a signature from the appointed responsible individual (RI), and maintain the signed document on file until the equipment is returned. As a courtesy, a copy of the temporary loan document should also be provided to the RI.

c. Temporary loans of organic property will not be made for more than 30 days. However, this time frame may be extended at the discretion of the commanding officer exercising control of the supply account or designated representative thereof. Except under unusual circumstances, at the expiration of 30 days from the date of issue, a complete review of all items on temporary

loan will be conducted; the items will either be recovered, the temporary loan extended, or other supply administrative action, as appropriate, will be initiated.

d. The commanding officer exercising control of the supply account, or designated representative thereof, will establish local procedures to ensure the recovery of property issued on a temporary loan basis or to effect appropriate supply administrative action prior to the borrowing individual's separation from the command.

13. **General Information Concerning Controlled Items Procedures.** Each military service is required to maintain detailed asset records of selected items of equipment that continuously reflect the materiel readiness status of approved forces. These records must also permit rapid computation of requirements for critical items, additional forces, and changes to logistical planning standards, and financial reporting. The Controlled Item Management File provides the means for individual item management of controlled items within the parameters of the Marine Corps Unified Materiel Management System (MUMMS) with a minimum of administrative effort. The file records the inventory of in-use assets and produces reports to elements external to the Marine Corps, as well as provides preprogrammed file status reports, as may be required. The predominant features of this subsystem are as follows:

- a. Full in-use asset data of controlled items is available and adjusted as issues/disposition decisions are made.
- b. Full allowance data is available for the purpose of monitoring requisitions prior to issue.
- c. Provides a means for requesting disposition of those items that are either excess to a unit's authorized allowance or beyond the unit's capability to repair.

14. **Reportable Items.** Reportable items are all items:

- a. Identified on FedLog with a controlled item code (CIC) of A through I.
- b. That have a family relationship to an NIIN that is controlled even though that specific NIIN is not; e.g., substitute items, family items, etc., that may have been inadvertently omitted.
- c. Identified and published by COMMARCORLOGBASES to supporting establishment organizations.

15. **WIR Online Process Handler (WOLPH).** When the IMA cannot repair an unserviceable controlled item or you cannot accomplish intra-MEF redistribution of an excess controlled item, a WIR is submitted, by the IMA or MSC, respectively, via the WOLPH program. The WOLPH program provides both quick submission of and a quick response to the WIR. Additionally, it provides you direct access to the equipment manager at COMMARCORLOGBASES.

16. **Redistribution of Excesses.** Reportable items will not be reported as serviceable and/or reparable excess to COMARCORLOGBASES unless prior screening is conducted within the MSC/MEF to effect redistribution. At a minimum, excess screening must be conducted at the

Division, Wing, and Force Service Support Group level. Units should not report items as excess until all means to effect redistribution have been exhausted per local procedures. Units that fill deficiencies via redistributions should take action to cancel any excess due-ins from the source of supply (i.e., item has been received through redistribution but is still on valid requisition). Units should never refuse a redistribution of serviceable assets simply because they already have the item on order. For more detailed information concerning reporting controlled item excesses, refer to MCO P4400.82F.

17. **Use of National Item Identification Numbers (NIIN's)**. The following rules apply to the use of NIIN's on all documentation prescribed by this handbook for controlled items:

a. **Work Order Numbers (WON's)**. WON's will always reflect the NIIN of the item as it is carried on the accountable/owning unit's records.

b. **Recoverable Item Reports (WIR/WOLPH)**. The maintenance facility will cite the NIIN reflected on the WON. Under no circumstances may the supporting maintenance facility change that NIIN without prior concurrence of the activity that prepared the WON.

FIGURE 2-1

**WALL-TO-WALL INVENTORY PROCEDURES**

**Frequency.** A wall-to-wall inventory must be performed at least annually. This inventory should be conducted in conjunction with one of the quarterly SMF reconciliations.

**Using Unit Procedures.** Upon determination by the commanding officer that a complete inventory of all assets located within the unit will be conducted, the supply officer should submit a cover letter with a copy of the current SMF to all RO's. The subject of the cover letter should identify that this will be part of the annual wall-to-wall inventory and not simply a quarterly reconciliation. While the RO's are conducting an inventory of their assets, the supply section is required to conduct an inventory of all assets located within the warehouse, on temporary loan, laundry, or pending DRMO if items have not already been removed from the property records. Prior to the inventory of the warehouse, item locations should be consolidated and validated. In addition to conducting an inventory, the supply section will also conduct a reconciliation of the allowances resident on the unit's property records. The supply section will use the most current T/E, T/O, and MSC's Type II authorization letter to conduct this reconciliation. All allowances identified as being improperly loaded to the property records must be corrected prior to the completion of the inventory. Once the signed SMF's and "Request for Investigation/Adjustment of Record" letters are returned by RO's, the supply section will conduct causative research to try and determine why those variances reported by the RO and/or within the warehouse exist. Unsubstantiated losses and gains may possibly require investigative action to resolve. Upon completion of this research, all letters submitted by RO's will be endorsed by the supply officer and forwarded, with appropriate recommendations, to the CO for resolution. Once the CO directs the supply officer to adjust the records, adjust the SMF and UMF as appropriate. Inventory adjustments, both gains and losses, require an explanatory statement; use the explanations provided by the RO and the results of your causative research as appropriate. All required gains and losses which fall outside the supply officer's authority to adjust will be reported to the CO for signature and approval (this should be made part of your original endorsement of the RO's letter). Once the required gains/losses are approved, supply will induct the transaction with appropriate remarks. The Money Value Gain/Loss report is then produced and taken to the Co or acting CO for signature. For items in which the CO identifies that an investigative action is warranted, supply will not adjust records until completion of the investigation.

**Responsible Officer Procedures.** All Government property, except for decontrolled garrison property and consumables, must be accounted for. All T/E items, whether or not listed on your SMF, must be reported to the commanding officer via the unit supply officer. Validate each serial number and NIIN listed on the SMF against the serial number imprinted on the T/E item and the NIIN/ID number of the item. Report any/all discrepancies and provide sufficient explanation or documentation to support the discrepancies reported in your "Request for Investigation/Adjustment of Record" to the commanding officer via the supply officer. Additionally, report any missing, damaged, or additional non-serialized items and provide sufficient explanation or documentation to support the discrepancy in the same letter. During a reconciliation, validate that supply has updated the SMF for completed issues and receipts.

**FIGURE 2-1 (continued)**

**Inventory of T/E Items with Stock List Components.** Procedures for conducting sets, chests, and kits component inventories are as follows. Conduct component inventories semiannually for those items in use and annually for items that are unissued and securely stored (the supply warehouse is considered secure storage). Establish an inventory extract using the most current SL-3 or TM. An inventory extract must be established for each individual set, chest, and kit. The extract will identify each component to the end item by item number, NIIN, nomenclature, and quantity required. While conducting the inventory, the individual will identify each component as either missing, unserviceable, or serviceable. Serviceable items are identified with a check mark, missing items are identified with an "M," and unserviceable items are identified with a "U." Once the inventory is completed, the individual conducting the inventory will sign and date the extract. A "supervised by" signature is also required. For those items identified as missing or unserviceable, warehouse/WC personnel must open a work order for the end item and submit a task for those missing/unserviceable items. Once the missing/unserviceable items are received the inventory extracts must be noted to reflect receipt of these items.

**FIGURE 2-2**

4400  
code  
date

From: Rank/Name/WC Account Number  
To: Commanding Officer  
Via: Supply Officer

Subj: REQUEST FOR INVESTIGATION/ADJUSTMENT OF PROPERTY RECORD FOR  
ACCOUNT NUMBER XX

Ref: (a) MCO P4400.150E  
(b) CO's letter directing reconciliation or inventory  
(c) SMF dated

Encl: (1) Supporting Documentation

1. Per references (a) and (b), an inventory or reconciliation of reference (c) was conducted.
2. The following changes are supported by a proof of delivery (chain of custody); however, the appropriate adjustment transactions to reference (c) were not completed. Enclosure (1) is provided.

<u>TAMCN</u>	<u>NSN</u>	<u>QTY</u>	<u>SERIAL NUMBER</u>	<u>JUSTIFICATION</u>
--------------	------------	------------	----------------------	----------------------

3. An investigation to determine the circumstances surrounding the gain or loss of the property listed below is requested. A review of my records, conversations with my Marines, and a complete search of historical files and records did not reveal the cause for the loss/gain.

<u>TAMCN</u>	<u>NSN</u>	<u>QTY</u>	<u>SERIAL NUMBER</u>	<u>U/P</u>	<u>REMARKS</u>
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RO's Signature

-----  
FIRST ENDORSEMENT on RO's ltr....

From: Supply Officer  
To: Commanding Officer

Subj: REQUEST FOR INVESTIGATION/ADJUSTMENT OF PROPERTY RECORD FOR  
ACCOUNT NUMBER XX

1. Forwarded. The routine adjustments contained in paragraph 2 have been completed.

**FIGURE 2-2 (continued)**

2. Investigative action is not recommended to resolve the following discrepancies. The results of the causative research are provided below (also state why an investigation should not be conducted).

<u>TAMCN</u>	<u>NSN</u>	<u>QTY</u>	<u>SERIAL NUMBER</u>	<u>REMARKS</u>
--------------	------------	------------	----------------------	----------------

3. Investigative action is recommended to resolve the following gains or losses. Causative research was inconclusive, and the dollar value, repetitive nature of the gains/losses, sensitivity of the item, opinion of the RO, etc., supports the need to perform an investigation.

<u>TAMCN</u>	<u>NSN</u>	<u>QTY</u>	<u>SERIAL NUMBER</u>	<u>REMARKS</u>
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Supply Officer's Signature

**FIGURE 2-3**

4400  
Sup code  
date

From: Supply Officer  
To: Commanding Officer

Subj: REQUEST FOR ADJUSTMENT OF UNIT MATERIEL FILE (UMF)

Ref: (a) MCO P4400.150E

1. Per the reference, the following adjustment(s) to the UMF are requested.
  - a. GAIN/LOSS of NOMENCLATURE/ TAMCN/ NSN/ QTY/DOCUMENT  
NUMBER/UNIT PRICE/TOTAL PRICE

Justification: Discuss how you identified the need for adjustment and the cause or probable cause of the disparity. State which SMF this gear was on or who it was temp loaned to, if applicable. State what type of gain or loss this is: inventory/miscellaneous/administrative/shipping. State if there was an actual gain/loss or if there was no actual gain/loss. If administrative, cite the transaction/events that originally caused the erroneous quantity to be posted to the UMF.

- b. Continue as needed.

Signature

-----  
date

**FIRST ENDORSEMENT**

From: Commanding Officer  
To: Supply Officer

1. Returned, approved/disapproved.

Note: If the commanding officer does not approve an adjustment and decides to convene investigative action, you cannot adjust the UMF until the investigation is completed.

Signature

## CHAPTER 3 - REQUISITIONING PROCEDURES

### 1. General Information

a. When work centers, maintenance shops, or commodity sections have a valid requirement for assets which are not available for over-the-counter issue or PEB/Prime vendor issue, a task will be transmitted to the organic supply section's off-line validation mailbox and/or the operations section of the ISSA ATLASS II+. For the purposes of this chapter, the word "task" will be used to denote a requisition generated from a work order; the term "requisition" will refer to orders not associated with a work order (usually placed by the supply section).

b. Before transmitting a task, the commodity section is responsible for ensuring the materiel is authorized and sufficient funds are available. The transmission of requisitions will result in an obligation of funds within the Standard Accounting, Budgeting, and Reporting System (SABRS). Memorandum fiscal records will be maintained in accordance with the Navy and Marine Corps Records Disposition Manual, SecNavInst 5212.5D.

c. Requests for materiel from WC's, maintenance shops, or commodity sections can be by any means available depending on the urgency of need and combat situation. The term work center (WC) is synonymous with maintenance shops and commodity sections throughout the remainder of this chapter.

d. Ordering a required item can be accomplished by one of the following procedures:

(1) To requisition a T/E item, the organic supply section will submit a new requisition with the required elements of information.

(2) Commodity sections can requisition PEB replenishment and shop overhead items via submission of an indirect parts requisition.

(3) Requisitioning of repair parts, SL-3 components, or parts required for modifications will be accomplished by the WC that opened the work order. The requisition will be submitted from the "parts tab" within the task screen. SL-3 components may be requisitioned using the indirect parts option, unless the component has a TAMCN. Refer to paragraph 3.c(2) following for further information.

e. Requisitions/tasks will be transmitted using the ATLASS II+ prompting and editing routines whenever possible.

(1) Under exceptional circumstances when other methods of transmission are not considered adequate, requisitions may be submitted off-line by telephone, facsimile, radio, or message. When submitted by these means, use the 80 card column A0A/Z0A format contained in UM 4400-124. When explanatory comments are required, the appropriate entry will be entered on the line immediately following each transaction. Cancellation and follow-up transactions submitted by message will be in the same format as a requisition, except that the

first line in the body of the message will be shown as " MILSTRIP Cancellation" or " MILSTRIP Follow-up," as appropriate.

(2) Regardless of the method of transmission, when a requisition is submitted to the supply source (other than the intermediate supply activity), the using unit must build a Document Management Report (DMR) record. This will ensure the intermediate supply activity and using unit's money is obligated for the requisition. The using unit will prepare and induct a transaction into ATLASS II+ to build a backorder and obligate the unit's funds.

f. Stock replenishment requisitions for operating stocks that have an established RO are automatically generated for operating stocks. These requisitions for stock replenishment do not generate any financial transactions nor will they appear on the unit's DMR. Receipts for these requisitions can be identified by utilizing the capability to assign serial number sequences to certain transactions (see Chapter 2, paragraph 4.a(1)(b), preceding, for further information). Stock replenishment requisitions are managed using the DMR.

## **2. Types of Requisitions/Tasks**

a. Requisitions and tasks are submitted by NIIN, cage, or part number.

b. The commodity section has the capability to induct off-line and open purchase documents for visibility purposes only; these transactions do not get forwarded to a source of supply.

### **c. Not Mission Capable Supply Tasks**

(1) Not Mission Capable Supply (NMCS) is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of a maintenance work stoppage due to lack of supply support. NMCS tasks will be used only when the following conditions are met:

(a) Only units authorized Force/Activity Designator (F/AD) I, II, or III.

(b) The tasks will be limited to the quantity of materiel required to return the deadlined equipment or system to an operational status. NMCS tasks will not be submitted for replacement of end items, T/E deficiencies, stock replenishment, or items that do not directly place a piece of equipment or a system in a deadlined status.

(c) NMCS tasks will be identified by the entries in the required delivery date (RDD) field. The entry will depend upon the urgency of need and the priority of the requisition. The priority will be assigned in accordance with the F/AD and the mission of the unit.

(d) ATLASS II+ will not allow a requisition to process without an entry in the RDD field; either a NMCS indicator or an RDD must be entered. Refer to ALMAR 116/97, paragraph 2.3(c)(1) of TM 4700-15/1H, paragraph 5.F of DoD 4140.1-R, and MCO 4400.16G.

(e) When a task is submitted directly to the ISSA, the Weapons System Code (WSC) of the end item will be entered. The Combat Essentiality/Criticality (CEC/CRIT) Code should be verified to ensure that the item being requisitioned is eligible. The applicable WSC is listed in the current Marine Corps Bulletin 3000.

d. High Priority Requisitions

(1) Commanding officers of using units are responsible for the accurate assignment of priority designators consistent with the F/AD assigned by higher authority, existing urgency of need, and the validity of required delivery dates when assigned to tasks.

(2) Commanders will either personally review, or delegate in writing to specific personnel the authority to review all requirements based on urgency of need designators A, B, and C in accordance with the current edition of MCO 4400.16 and MCO P4790.2. The functional systems administrator (FSA) will grant appropriate access to ATLASS II+ users per the commanding officer's authorization letter.

3. Requests From Work Centers

a. WC's will submit requests for TAMCN items, with sufficient justification, to the supply section. Upon receipt of the request from the WC, the using unit supply section will check the WC's Section Materiel File (SMF); and, if materiel is authorized and available for issue, they will provide the materiel. If the materiel is not available for issue, the supply section should check the UMF and T/E to ensure a shortage exists and the item is authorized. If the item is deficient and authorized, the using unit will use the request as a source document in preparation of the requisition and will induct it into ATLASS II+. Refer to Part III, chapter 2 of this handbook for more details.

b. Formal requests are not required for any other type item. The WC will simply open a Work Order Number (WON) and assign the appropriate tasks. If the item is available once the part is ordered, the supply section will issue the part to the requesting WC. If the item is not available for issue, the requisition will be passed to the source of supply.

c. Each demand will be recorded separately. Additional guidance as to the interpretation of the word "demand" is as follows:

(1) Requests for the same NIIN from separate WC's are separate demands and should not be consolidated.

(2) Requests for the same NIIN but applicable to different WON's are separate demands and should not be consolidated. However, the total requirement for all like NIIN's on the same WON should be consolidated in a single demand transaction. At the discretion of the commanding officer, the unit may elect to consolidate NIIN's for SL-3 components into one requisition using the indirect parts option. This will reduce unnecessary burden on the supply system to process multiple demands for like NIIN's. Specifically, multiple demands should not

be prepared for the sole purpose of recording additional movements on infrequently requested NIIN's.

(3) Preparation of tasks should not be delayed pending possible requests for additional quantities of the same NIIN.

(4) Not Mission Capable Supply and Anticipated Not Mission Capable Supply (NMCS/ANMCS) tasks will be separate demands in all instances.

4. **Preparation of Requisitions/Tasks.** When requesting materiel, the WC will complete the applicable portions of the requisition screen, ensuring all information entered is current and accurate.

a. **Walk-Thru Requisitions/Tasks.** Walk-thru requisitions may be submitted for urgent requirements; for materiel without which the unit is not capable of performing its mission, or without which the unit's mission is impaired. The item(s) required must be applied or consumed immediately upon receipt. All walk-thru requisitions/tasks will be reviewed by the commanding officer or designated representative to ensure proper application of the Uniform Materiel Movement and Issue Priority System (UMMIPS) criteria. ATLASS II+ expedites processing of immediate requirements because the ISSA instantly receives the requisition and provides feedback on the current stock posture. Coordination between the WC, supply officer, logistics officer, and the ISSA customer service section will be made to arrange for same-day pickup of the required item(s) once the requisition has been submitted.

(1) In the event that ATLASS II+ connectivity is not available, walk-thru requisitions will be manually submitted directly to the ISSA using the information contained in paragraph 1.e(1), preceding (the unit should first contact the ISSA to request a stock check, via STRATIS, to ascertain whether the required item is on hand). If an issue is made, the ISSA will process the receipt. The using unit will not prepare an issue transaction when a walk-thru issue is made since one is automatically created when the requisition is processed by the ISSA.

(2) When the ISSA cannot furnish the requested materiel via walk-thru requisition, the requisition/task will be processed by the unit in ATLASS II+.

(3) Under exceptional circumstances, when other methods of transmission are not considered adequate, requisitions may be submitted by telephone, radio, or administrative message as discussed in paragraph 1.e, preceding.

(a) Using units submitting requisitions by telephone or radio will have local procedures established for the distribution of the requisition in accordance with the procedures contained in paragraph 1, preceding.

(b) Guidelines for creating an ATLASS II+ record and the obligation of funds are contained in 1.d, preceding.

(c) Cancellation and follow-up transactions submitted by message will be in the same format as a requisition except that the first line in the body of the message will be shown as "MILSTRIP Cancellation" or "MILSTRIP Follow-up," as appropriate.

(d) Local procedures will be established for the distribution of messages used to submit requisitions in accordance with the procedures contained in paragraph 1.e, preceding.

b. Non-System Item Requisitions. Requests for items that contain non-system NIIN's will be prepared in accordance with the local procedures established by the ISSA. Local NIIN's are also managed by the ISSA, as previously discussed in this handbook.

c. Priority 01-03 Tasks. Priority designator 01-03 tasks meeting the criteria for expedited handling of critically-needed items contained in MCO 4400.16 will be identified by entering "999" in the RDD field. Code "999" will provide identification of documents related to critically-needed items which require expedited handling. These materiel requirements will be considered the most urgent demands among others bearing an equal priority designator. When entered into demands, code "999" will be reflected on Materiel Release Orders (MRO's) and DD 1348-1 shipping documents. This procedure applies only to materiel being shipped to U.S. forces overseas and to forces alerted for deployment within 30 days of the document draft date of the demand.

d. NMCS Tasks

(1) NMCS/ANMCS conditions, priority designators 01-08 only, which do not meet the criteria for expedited handling will be designated by the entry of the alpha character "N" to identify NMCS and alpha "E" to identify ANMCS in the RDD field. The alpha character will be followed by a 2-digit number that represents the acceptable shipping time frame for the item, expressed in number of days. For example, the RDD field for a priority 03 task with a NMCS indicator might read "N10," indicating that the item is required within 10 days.

(2) All NMCS/ANMCS demands will be approved by the commanding officer of the requisitioning activity or the commander's designated representative. This should be completed using ATLASS II+ mailboxes, ensuring the demand is routed to the individual with approving rights (granted by the FSA).

5. Follow-up Transactions. The ISSA will not automatically generate follow-up action on requisitions recorded on the DMR.

a. *When requisition/task status does not appear on the unit's DMR, the interface module needs to be checked for unprocessed transactions and appropriate action taken to follow-up on these unprocessed transactions.* ATLASS II+ will process block sets of follow-up transactions for requisitions that require follow-up action. Additionally, you can tag a single requisition/task for follow-up action. ATLASS II+ will only allow follow-ups that meet the time frames specified in MCO 4400.16G. If these time frames are not satisfactory, **be aggressive**. Make calls to the supporting item managers or submit 80-card column follow-up transactions.

b. If the unit has submitted follow-up transactions/requests to modify the priority, and status is still unsatisfactory, then the unit will contact the customer service section of the ISSA. The ISSA, in turn, will contact the IMM in accordance with their established standard operating procedures.

Note: Do not submit follow-up transactions on any document with a last known holder (LKH) of ML1. Doing so will result in receipt of an erroneous “BF” (no record of requisition) status.

6. **Cancellation of Requisitions.** Cancellation of requisitions will be accomplished, when required, using the supply action tabs for cancellation requests. *Cancellations by WC’s must be coordinated with the supply office for fiscal reasons.*

a. When the WC desires to cancel a specific document number, they will prepare a cancellation request. Processed cancellation requests for using unit requisitions will generate reversal action for statistical obligation against using unit funds. Cancellation of prior fiscal year requisitions **should be avoided** at all costs because it causes a reverted balance of funds.

b. When the cancellation request is processed, the backorder fields will be reduced by the quantity submitted on the cancellation. The due quantity will increase on the net asset posture tab, under opstock management, until cancellation confirmation (AE1-BQ) status is received and processed.

7. **Requisition Modifiers.** When it becomes necessary to modify a previously submitted requisition, a requisition modifier transaction may be processed.

a. F/AD’s are upgraded or downgraded upon implementation of contingency plans or for other mission-related reasons.

b. Required delivery dates for previously requested materiel have changed due to unplanned or unforeseen circumstances;

(1) Performances of assigned operational missions or tasks.

(2) Emergency repairs to combat-essential weapons and equipment.

c. Priorities may be upgraded or downgraded based on urgency of need due to the lack of supply support for the original requisition. Always follow-up with calls to the item managers.

d. Modifier transactions will be transmitted by the WC that originated the requisition.

8. **Task Submission Time Frames.** The frequency for submitting tasks remains the prerogative of the commanding officer. Tasks will be submitted, when necessary, to meet requirements for immediate use. ATLASS II+ transmits requirements to the ISSA instantly and passes tasks for non-stocked items periodically throughout the day. *This process occurs very quickly if units are properly maintaining their interface modules and entering the various tasks correctly (proper NMCS/ANMCS Indicators, RDD’s, etc).* For example, ATLASS II+ will not pass documents to the source of supply for priority 06 requirements if NMCS status isn’t indicated on the

requisition. Enter tasks as soon as possible, preferably on an “as-occurring” basis. There is no requirement to batch tasks.

9. **Exceptions and Cancellations.** Within the SYSTEM icon, the INCOMING INTERFACE and ACTION TABS contain the exceptions/updates and cancellations that have posted to your DMR. Work these using the status codes found in the UM 4400-124 and the DLA Customer Service Handbook. Documents that received cancellation status automatically fall off the DMR. It is within the incoming interface tabs that you can find these. You can also resubmit a document in receipt of “CA” cancellation status, if authorized by the item manager. Working and understanding status codes is no different in ATLASS II+ than it was in the days of SASSY. It is recommended that only supply personnel have access, or the required “SQ’s,” to work requisition status codes; nonetheless, coordination with the customer is still required.

## **Document Management**

1. **General Information.** Working the Document Control File (DCF) is an essential function in the day-to-day operation of a supply account. Document management has a direct impact on a unit's maintenance effort and readiness posture. Assistance to ATLASS II+ users for the management of the DCF is provided within the application by means of a help menu drop-down box, as well as by the ATLASS II+ Help Desk and ATLASS II+ CD-ROM Based Tutorial.

a. The DCF is available in print by purpose code/NIIN/document number sequence only.

b. The DCF can be viewed by any field available under the requisition/management/document module simply by right-clicking the mouse when the cursor is positioned at the top of the desired column. This listing provides all required information relative to the unit's requisitions and tasks. The DCF may also be viewed and extracted in virtually any sequence via use of adhoc programs.

c. With the submission of a requisition/task, a backorder entry is created on the operating stocks (a due-in on the UMF if the demand is for a Purpose Code "C" item) and on the DCF. All requisitions, regardless of purpose code and including walk-through requisitions processed by the ISSA, will appear on the DCF.

## 2. **Purpose**

a. The purpose of the DCF is to provide loaded using units and maintenance float activities with a listing that displays the following:

(1) The current status of all outstanding requisitions.

(2) The on-hand substitute assets, when available, which could be issued to satisfy a demand.

(3) Backorders to commodities in order to validate and/or release backorders with the commodities on a continuing basis.

b. **Materiel Obligation Validation (MOV).** The DCF will be utilized to facilitate the quarterly MOV process between the user and the source of supply. MOV cycle dates will be published via Naval message by the ISSA.

3. **Basic Procedures.** To find out the status of requisitions, follow-ups, cancellations, or just the basic information pertinent to all requisitions submitted, perform the following:

a. Once you've logged into ATLASS II+ and you're in the supply module, select:

- REQUISITIONS (located on the tool bar)
- DOCUMENT (second selection on the drop-down menu)
- MANAGEMENT (first selection on the side menu)

b. The REQUISITION – DOCUMENT MANAGEMENT window will open and permit you to search the DASF in the following ways:

- ALL – this option will bring up every valid requisition in the system.
- DOCUMENT NUMBERS – type in a document number that you’re looking for or simply type in the first document number and tab over to the next column. You can search between any two document numbers.
- NIIN - type in a NIIN that you’re looking for or simply type in the first document number and tab over to the next column. You can search between any two NIIN’s.
- SUPADD – enter in a section’s work center code, and the system will display all requisitions for that work center.
- TASK NO. – This approach is not reliable, so it’s recommended that you only use this feature if the unit doesn’t have document number or NIIN.
- SAC – select 1, 2, or 3. This option will display all requisitions under the SAC you indicated.
- Purpose Code – A or C. Purpose code A represents repair parts, consumables, SL-3 components, etc. Purpose code C represents allowance-type items resident on the UMF and SMF. You can access either purpose code.

Once you’ve entered in the criteria for the search, go to the bottom and click OK.

## ATLASS II+ CONSUMER LEVEL SUPPLY HANDBOOK

The information will appear as example in the diagram below:

The screenshot shows the ATLAS II+ Document Management - List window. The table displays requisition items with the following columns: Doc No, Suf, Ord Qty, NIIN, Task No, TAMCN, Pri Cd, Total Price, SudAdd, SAC, Purp Cd, and Nomenclature. The table is sorted by Doc No and shows 1351 records retrieved. Below the table are buttons for 'View...' and 'Close'.

Doc No	Suf	Ord Qty	NIIN	Task No	TAMCN	Pri Cd	Total Price	SudAdd	SAC	Purp Cd	Nomenclature
M2131000310002		1	01-384-3002	F94D109		13	\$4.72	Y2000	1	A	GASKET
M213100031001J		1	01-384-3002	F94D101		13	\$4.72	Y2000	1	A	GASKET
M213100032001T		1	01-305-5920	F94E505		06	\$507.22	Y1803	1	A	CABLE,SPECIAL
M2131000330007		1	00-066-1168	F94D019		13	\$81.50	Y1700	1	A	TACHOMETER,MECHANICAL,FIXED MOUN
M213100034006C		2	00-171-1126	F94D607		13	\$0.20	Y0400	1	A	TAB,INDEX
M213100034G002		2	01-165-6845		B1226	13	\$120,336.00	Y21310	3	C	LAUNDRY UNIT
M213100045000L		1	01-072-4339	F94E000		13	\$78.29	Y0800	1	A	CASE,ANTENNA
M213100046000Z		1	01-208-0804	F94J763		06	\$336.00	Y1900	1	R	GENERATOR,ENGINE ACCESSORY
M2131000460010		1	01-208-0804	F94J743		06	\$336.00	Y1900	1	R	GENERATOR,ENGINE ACCESSORY
M213100047000E		12	00-107-9206			13	\$3,048.00	Y0000	1	A	SCREEN,RHOMBUS,RADAR SCATTERING
M2131000540008		5	00-922-1200		K4344	13	\$245.80	Y1700	1	A	FIRST AID KIT,GENERAL PURPOSE
M2131000600011		1	01-351-6833	F94E614		13	\$140.39	Y1700	1	A	INDICATOR,SIGHT,LIQUID
M213100066G002		2	01-030-4220		A1305	13	\$2,606.00	M21310	3	C	PUBLIC ADDRESS SET
M213100066G009		1	01-163-6775		B0055	13	\$16,391.30	M21310	3	C	BATH UNIT,PORTABLE
M213100066G00C		2	01-254-1666		B0608	13	\$8,440.00	M21310	3	C	WIRING HARNESS,FIELD
M213100066G00K		5	01-155-1587		B2705	13	\$41,800.00	M21310	3	C	WINCH,DRUM,VEHICLE MOUNTING

Sorted By Doc No 1351 Records Retrieved

View... Close

Ready | TSRGD3455 | 00277 03 Oct 00 15:41:30 | MACMILLAN | M21310 | ORGANIZATION SUPPLY

Starting from left to right, here's a brief description on what each column represents:

- i. DOC NO. – document number.
- ii. Suf – if a partial shipment is being provided, the document will reflect a suffix code starting with "A."
- iii. Order Qty – the quantity that is ordered. This quantity can vary due to cancellation or modification of the original requisition.
- iv. NIIN – ordered NIIN.
- v. Task No – Task the items were ordered under.
- vi. TAMCN – if there's a TAMCN associated with the NIIN, it will be reflected in this column.
- vii. Pri Cd – Priority Code, ranging from 02 to 13.
- viii. Total Price – the total price of the entire requisition.
- ix. SudAdd – Work Center Code of the section that ordered the items.
- x. SAC – 1, 2, or 3.
- xi. Purpose Code – A is repairable parts, consumables, SI-3 components, etc; C represents allowance-type items resident on the UMF and SMF.
- xii. Nomenclature – description of the items ordered.

c. Once you've found the requisition, highlight and click VIEW or double click the requisition. After the requisition is open, you have the following choices:

➤ BASIC

▪ REQUISITIONS

- Document Number
- Suffix (if there is one)
- Priority
- Task Number
- TAMCN (if there is one)
- Signal Code
- Total Price
- Supplementary Address -also Work Center Code
- Cost Jon
- Required Delivery Date
- Demand Code
- Purpose Code
- Project Code

▪ Management Date

▪ Quantity Data

- Canx Qty – if any of the items ordered were canceled for any reason, the quantity canceled will be reflected here.
- Rcvd Qty – if any of the items have been received, the quantity received will be reflected here.

▪ Local Status Code

- LSC – indicates what has happened to the items.  
Offline Validation Mailbox
- LSC Dt – Date the LSC was posted.

▪ Current Status

- Date – date the status was posted.
- Sts Cd – Supply Status Code
- RI – Source of Supply
- EST Ship Dt – Estimated Ship Date
- Mode – Mode of Shipment
- Last Fol Up Dt – Last Follow-up Date
- Description – provides a ready definition of the supply status received.

➤ History

## ATLASS II+ CONSUMER LEVEL SUPPLY HANDBOOK

Office [Icons] UNCLASSIFIED [Icons]

ATLASS II+ - [Document Management - Detail - History]

Property Accounting Storage Requisitions Fiscal Management History Mailbox Help

HSH: 5330 Doc No: 013843002 UI: EA Unit Price: \$4.72 SAC: 1 Nomenclature: SASKET

Basic		History		Supply Action		Incoming Status				
Doc No	Sur	Qty	Task No	TAMCH	Rec'd	Canx	Pri	RDD	Adv	Total Price
M2131000310002		1	F94D109		0	0	13	070	2A	\$4.72

Doc Id	LHA	RI	NSN	UI	Qty	Sur	SupAdd	FC	Sts Cd	Estd Ship Dttm	Sts Dttm	Mode	Transp	Cntl	Doc
DGA	ML1	ML1	5330013843002	EA	1		Y2000	BK							
AE1	S9I	ML1	5330013843002	EA	1		Y2000	BK	BM		01 Feb 2000				
AE1	S9I	S9I	5330013843002	EA	1		Y2000	BK	BZ	17 Mar 2000	01 Feb 2000				
AF1		S9I	5330013843002		1		Y2000	BK			11 Jul 2000				
AE1	S9I	S9I	5330013843002	EA	1		Y2000	BK	BZ	11 Aug 2000	12 Jul 2000				
AF1		S9I	5330013843002		1		Y2000	BK			14 Aug 2000				
AE1	S9I	S9I	5330013843002	EA	1		Y2000	BK	BZ	13 Sep 2000	14 Aug 2000				
AF1		S9I	5330013843002		1		Y2000	BK			25 Sep 2000				

Close

Ready | TSRGD3457 | 00277 03 Oct 00 17:33:58 | MACMILLAN | M21310 | ORGANIZATION SUPPLY

- i. Doc Id – Document Identifier Code; indicates the type of transaction.
  - AE1 – The standard transaction to up-date status.
  - AF1 – Follow-up to all statuses except BM.
  - ATA – Follow-up to only BM status.
  - AMA – Requisition modification; modification of the priority, supadd, or advice code will post to the history file.
  - D6T – Material Receipt from due.
  - D6A – Material Receipt not from due.
  - AS1 – Supply Shipment Status for Requisitioner.
  - AS2 – Supply Shipment Status for SupAdd.
  - AC1 – Cancellation Request.
  - D9L – Lost Shipment.
  - DGA – Backorder Establishment.
- ii. LHA – Last Known Holder.
- iii. RIC – Current Source of Supply; this code may vary from the LHA when a BM status is posted.
- iv. NSN.
- v. U/I – Unit of Issue.
- vi. SupAdd – Work Center Code.
- vii. FC – Fund Code.
- viii. Sts Cd – Supply Status Code.

- ix. Est Ship Date – Estimated Shipping Date; the projected shipping date for the requisitioned items.
- x. Sts Dttm – Status Date.
- xi. Mode – Mode of Shipment, usually a single alpha/numeric digit.
- xii. Transp Cntl Doc – when a mode of shipment is provided, a transportation control number will also be provided (used to initiate tracer action).
  - Supply Action
  - From the DCF, supply or commodity managers can generate follow-up transactions.
    - Follow Up – to initiate a follow-up transaction, click once on the radio button to the left of the Follow Up. Then click APPLY and return to History where you'll be able to see the AF1 or ATA posted. This is the preferred method for follow-up submission. If the Automatic Follow-Up option is used, AF1's will be sent to ML1 which will result in erroneous BF status being received.
  - Processing cancellation/reject status received from the source of supply requires close monitoring of the DCF by the WC's. Cancellation/reject status will cancel the requisition and transfer from the DCF to history.
  - If the requisition/task has a low priority and is for an RO item, a requisition will be generated in the stock replenishment module if the quantity (OH + due - backorder) is less than the ROP. If the document is rejected (e.g., CG, CH, CJ, CT, etc.), the NIIN needs management action because the generated buy will continue to receive reject status if corrective action is not initiated. Take the appropriate action based upon the specific reject status code (see UM 4400-124 for required corrective actions).
  - Unless timely submission of cancellation transactions is accomplished, excess dues may result when the requirement for the item no longer exists within the commodities.
    - Cancellation Request - to initiate a Cancellation Request, click once on the radio button to the left of the Cancellation Request. Then click APPLY and the Canx Qty will appear. Enter the quantity you want cancelled and click Save. Return to History, and you'll see the AC1 (cancellation request) posted.
    - Requisition Modification – used to make any modifications to the SUPADD, PRIORITY, or ADVICE CODE. Click once on the radio button to the left of the Requisition Modification. Then click APPLY, modify the necessary fields, then click SAVE. Return to History, and you'll see the AMA (modification request) posted.
  - Incoming Status – use this section to update status. The following sections are required to update the status:
    - Sts DI – AE1.
    - RI From – (whichever source of supply is applicable).
    - NSN – Remains the same.
    - U/I – Remains the same.

- Sts Qty – Quantity that is presently on order. If there was a quantity of two on order and one has been received, enter one in the status quantity.
- Sts Cd – Supply status code received from the source of supply.
- Sts Date – Date you enter the status into ATLASS II+.
- Est Ship Date – The updated estimate shipping date, if provided by the source of supply.
- Once all sections are completed, click APPLY and the updated status information will post to the History.
- Incoming status is used for updating any status that has not properly posted to the DCF.

4. MOV. The DCF will be utilized to facilitate the quarterly Materiel Obligation Validation (MOV) process between the user and the source of supply.

a. The MOV is performed quarterly. It is good practice to check the MOV window at least monthly to ensure there are no validation requests overdue.

(1) After you've logged into ATLASS II+ and you're in the Supply module, go to:

REQUISITIONS (located on the tool bar at the top right hand corner of the screen)

MOV (it's the third option from the top)

QUARTERLY (it's the second option on the side drop-down box)

(2) The QUARTERLY MOV window will open. You want to check the following boxes:

- SELECTION
  - Response                      circle right next to it
    - ✓ SPECIFY
  - Not Reviewed                check mark next to it
  - Check marks in the following boxes
    - ✓ Mismatched
    - ✓ Overage
    - ✓ Matches
    - ✓ No Match

(3) Click OK or hit ENTER, and all new MOV's that you haven't reviewed will be displayed.

(4) After the display appears, click one of the Document Numbers.

(a) If you want to KEEP THE REQUISITION ON ORDER, click Queue and the requisition will be kept on order.

(b) If you want to CANCEL THE REQUISITION, click UPDATE QTY. Enter the new quantity and click OK. Then go to Queue and click OK.

(5) If you want to view the documents you've already reviewed, select QUARTERLY MOV;

(a) The QUARTERLY MOV window will open. You want to check the following boxes:

- SELECTION
  - Response circle right next to it
    - ✓ SPECIFY
  - Review circle right next to it
  - Check marks in the following boxes
    - ✓ Mismatched
    - ✓ Overage
    - ✓ Matches
    - ✓ No Match

(b) Then click OK or hit ENTER, and the screen will display all documents you've reviewed.

5. Incoming Interface Reports. These reports need to be viewed daily. There are six "Incoming Reports." These reports provide information that must be interpreted on whether action needs to be taken.

a. Once you've checked to ensure the interface is turned on, here's how to access the Incoming Interface Reports:

- (1) Click the System Icon (the computer).
- (2) Select **INTERFACE**.
- (3) Select **INCOMING REPORTS**.

**Print tab** – You can print or purge any of the reports from this screen.

**Note 1:** Ensure you click the block for the section you want to print or purge.

**Note 2:** Ensure you insert the "from" and "to" dates you want to print or purge.

**Note 3:** When you purge, the report will print and all records will be removed from that tab once you close out of the "Incoming Reports" application.

1. **Processed** – These are transactions that have processed in the system.

**Note:** The word "ECHO" after a transaction is confirmation from the receiving server that your requisition/transaction had been received.

2. **Unprocessed** – These are transactions that have not processed in ATLASS II+ (check Errors/Exceptions). The DMF clerk must validate the Error Description and determine

the next course of action, if any, for that requisition/transaction. For any transaction with an “ECHO” displayed, it can either be deleted or purged.

**3. Information** – Lists all BA, BB, BF, and BD statuses. These transactions should post to your DMF. If not, manually induct the status by using the “Incoming Status” tab of the original requisition on your Document Management File.

**4. Action** – Lists all Cancellation/Reject statuses including change statuses, e.g., BH, BG, and BS. You will also see AN1 transactions.

**5. Duplicates** – Transactions that have hit the interface more than once.

**6. Unmatched** – Transactions received that do not match specific technical data resident on the original requisition.

**\*\* Purge as required by file retention (note: The longer it takes for the incoming interface to come up is a indication it may be time to purge).**

6. **Problem Documents**. Timely coordination with the ISSA Customer Service Section is essential when the status of a document is in question. Three of the most common document statuses which may indicate the need for intervention are BA from ML1, BM and BF. The primary cause for problems associated with these statuses is ATLASS II+ interface problems with STRATIS or DLA systems. Because of interface difficulties, BA and BM statuses have a tendency to become aged. When a follow-up is initiated for a document with aged BA or BM status, a default BF status is often generated.

a. Aged BA status: The ISSA Customer Service Section prescribes the criteria for aged BA status and the requisite procedures to initiate corrective action. Do not cancel the document or initiate an automated follow-up on documents with aged BA status without prior coordination with ISSA customer service. Additionally, always be sure to check proof-of-delivery files and shipping manifests to determine whether gear was actually received but perhaps not properly receipted for in ATLASS II+.

b. Aged BM status: This status is usually generated when a requisition is passed out of the ISSA to a DLA source of supply. The BM status will post to the DCF followed by a three-digit source of supply code identifying the specific DLA provider (e.g., S9I, S9E, etc.). Assuming the transaction processes correctly, the DCF should receive positive status from the indicated DLA source of supply within one working day. If status is not received from the source of supply, the using unit should contact the source of supply directly to receive updated status. Other systems such as JTAV and DESEX can also provide updated status if the unit has access to these systems. Units should coordinate with their respective MSC's in order to gain access to these systems. Once it is determined that a document has an aged BM status, the unit must coordinate with the ISSA Customer Service Section for further corrective action.

c. Aged BF status: This status usually occurs when an automated follow-up is initiated for a document with BM status. The ISSA Customer Service Section should be contacted to initiate corrective action upon receipt of BF status.

7. **Checks and Balances.** The ISSA Customer Service Section will provide instruction to the unit on problematic documents, i.e., whether to cancel and reorder documents with the above statuses. Cancellation status notwithstanding, gear will often times still arrive at the using unit. When this occurs, the unit must:

a. Receipt for the gear by processing a D6A (Receipt not from Due) transaction, then:

(1) Issue the gear with a D7A (Over-the-Counter Issue) transaction using the Cost JON associated with the commodity area receiving the equipment (**Do not** use a No Cost JON).

(2) If the gear is no longer required, initiate rollback to the ISSA by processing a D7P (Rollback) transaction.

(3) If the gear is unserviceable or cannot be rolled back to the ISSA, process a D7J (Issue to Disposal) transaction (note: the unit must coordinate with the ISSA prior to disposing of the equipment in this manner).

(4) If the item can be “issued to assembly,” e.g., in the case of an incomplete kit, set, or chest, process a D7L (Issue to assembly) transaction using the Cost JON of the commodity area receiving the equipment .

b. In all cases where a receipt not from due is processed, a reconciliation must be performed between the DCF and SABRS to ensure proper obligation and liquidation of funds. A regular reconciliation schedule between the using unit and the ISSA Fiscal Section must be established to ensure the proper fiscal transactions are processed.

**Requisition Process**

Step 1. Work Center identifies requirement. The customer (commodity manager) is responsible for the input of correct information to include the required delivery date (RDD) for the materiel.

Step 2. Work Center and Supply approve the requirement (process may be automatic). Check to ensure all interfaces are turned on and the correct RIC is selected. Approvals not accomplished the same day may result in lonesome demands.

Step 3. Requirement is passed to the ISSA. The requisition is managed based on factors such as whether the gear is stocked by the ISSA, the priority and established RDD, etc. If the document is retained and managed by the ISSA, the following actions and general time frames apply:

a. BA status: Contact the ISSA Customer Service Section when more than three days passes and the gear is not received.

b. BB status: Based on priority, contact the ISSA Customer Service Section for assistance as follows:

(1) Priority 13: 30 days

(2) Priority 06: 7 days

(3) Priority 03: 3 days

c. BM status: Contact the ISSA Customer Service Section for assistance after one day.

Step 4. If not managed by the ISSA, the requirement will be passed out of house to a DLA integrated materiel manager (IMM). Check to ensure all interfaces are turned on, so incoming status will post to the DCF. Requisitions should be managed in accordance with UM 4400-124 and the DLA Customer Assistance Handbook. Required actions are based on the priority and RDD of the respective document. Follow-up action for documents with BB status and an expired ESD (review periodically to validate whether acceptable and request an improved ESD as necessary) should generally be initiated as follows:

a. Priority 03: 3 days.

b. Priority 06: 7 days.

c. Priority 13: 15 days.

Step 5. BA status is received from the ISSA, or BA/AS1 status is received from the IMM. Process receipt in ATLASS II+ upon receipt of gear. If gear is not received within the prescribed time frames, initiate tracer action in accordance with UM 4400-124. When appropriate, lost shipment action and a supply discrepancy report (SDR) should be submitted. Note: SDR's may be submitted on line to supporting IMM's; SDR's are not submitted to the ISSA.

**Requisition Process (cont'd)**

Step 6. A “receipt on board” (ROB) posts in ATLASS II+ awaiting the commodity manager to pick up the gear from Supply. Once the gear has been receipted for by the commodity manager, a date will be keypunched into the “proof of delivery” (POD) field. Both entries must be resident in ATLASS II+ before the requisition is completed and retired from the DCF. Contact the ISSA Customer Service Section for assistance if, after processing the appropriate receipt transactions, the requisition is still resident on the DCF.

Step 7. Gear is issued to the commodity manager. Signed, paper copies of POD’s will only be maintained until such time as applicable fiscal charges are liquidated in SABRS.

## CHAPTER 4 - DOCUMENT MANAGEMENT REPORT AND RECEIPTS

1. **General Information**. Working the Document Management Report (DMR) is an essential function in the operation of the supply account. Cognizant personnel must ensure that the DMR is used for the purpose for which it was designed. Assistance to ATLASS II+ users is provided within the program via a help menu drop down box for the management of the DMR, as well as by the ATLASS II+ help desk.

a. The DMR is available in print by purpose code/NIIN/document number sequence only.

b. The DMR can be viewed by any field available under the requisition/management/document module. This listing provides all required information relative to the unit's existing requisitions and tasks.

c. With the submission of a requisition/task, a backorder entry is created on the operating stock listing, the UMF (if the demand is for a Purpose Code C item), and on the DMR. All requisitions, regardless of purpose code and including walk-thru requirements and secondary reparables filled by the ISSA, will appear on the DMR.

### 2. **Purpose**

a. The purpose of the DMR process is to provide loaded using units and maintenance float activities with a listing that displays the following:

(1) The current status of all outstanding requisitions.

(2) The on-hand substitute assets, when available, which could be issued to satisfy a demand.

(3) Backorders to WC's in order to validate and/or release backorders to supported commodity sections on a continuing basis.

b. The DMR will be utilized to facilitate the quarterly Materiel Obligation Validation (MOV) process between the user and the supply source.

c. From the DMR, supply and/or WC's can generate follow-up transactions. Refer to Chapter 4, Section 5 of this manual for more information.

3. **Document Management Report**. The information appearing on the DMR will be checked for validity, especially NIIN, quantity, and ESD.

a. Reconciliations between the WC and the supply support section will be conducted as required or as problems are identified. ***WC's are responsible for the daily management of their documents appearing on the DMR.*** WC's will contact their supply support section at any time for assistance related to the daily management of their documents.

b. Processing cancellation/reject status received from the source of supply requires close monitoring of the DMR by the WC's. Cancellation/reject status will cancel the requisition and cause it to fall off the DMR.

(1) If the requisition/task has a low priority and is for an RO item, a requisition will be generated in the stock replenishment module if the quantity (OH + due - backorder) is less than the ROP. If the document receives reject status, (e.g., CG, CH, CJ, CK, etc.), the NIIN needs management action because the generated buy will continue to receive reject status if corrective action is not initiated. Take the appropriate action based upon the specific reject status code (see Part 4 of UM 4400-124 for cancellation status descriptions and required corrective actions).

(2) Unless timely submission of cancellation transactions is accomplished, excess dues from the source of supply may result when the requirement for the item no longer exists within the supported commodity section.

c. The supply section is responsible for proper ATLASS II+ transaction reporting for all asset changes of controlled items. The asset changes for controlled items are overlayed within SASSY and subsequently forwarded to COMMARCORLOGBASES to update subsystem 13 files.

d. The management of excess dues is required of both the ISSA and the using unit. It is the responsibility of the using unit to prepare the cancellation requests for those demands which are true excesses and not in receipt of shipping status/release status, or in receipt of either BP or BV (direct delivery procurement) status.

e. A backorder is established whenever a high priority (01-08) demand is submitted by a loaded using unit, and the demand is passed to the next higher source of supply. If the ISSA acquires assets which may be utilized to satisfy the requirement established by the backorder, the assets are force fed under the using unit's document number. The using unit is responsible for inducting the cancellation request to the next higher source of supply when assets are furnished through redistribution action or from a local source of supply via open purchase.

4. **Materiel Obligation Validation.** A Materiel Obligation Validation (MOV) is performed quarterly between a requisitioner and a wholesale source of supply to validate backorders on file with that source. The source of supply will initiate the validation by asking the requisitioner to validate the backorders, therefore, allowing the supply source to update its records. Refer to the DLA customer assistance handbook and UM 4400-124. FAILURE to participate in the MOV process will result in your requisitions being CANCELED.

5. **Receipt Transactions.** Under ATLASS II+, the using unit issue point becomes the focal point for most of the unit's business. The issue point is responsible for receiving, identifying, and processing all incoming materiel. Materiel received at the issue point is furnished for various purposes, i.e., for stock to meet computer-determined requisitioning objectives (RO's), to fill requisitions from WC's, and to maintain authorized levels of T/E assets. The issue point must physically receive the materiel and issue it to a specific WC or place it in stock.

a. When the materiel is received at the using unit issue point, it will be verified against the shipping invoice to ensure that the item received actually corresponds to the item listed on the invoice. Again, to ensure correct property accounting procedures are followed, it is crucial that the receiving section confirm the **purpose code** of each item shipped prior to issuing that item to a WC.

b. Copies of the shipping invoice or a manually prepared materiel receipt will be attached securely to the materiel.

c. The using unit receiving the materiel will report the receipt to the source of supply. The receiving section will induct the Receipt on Board (ROB) for the quantity received into the shipped and actual quantity fields as soon as possible after the materiel arrives at the issue point.

d. When the materiel received does not belong to the using unit, the materiel concerned will be shipped to the correct using unit, or the correct unit will be contacted to pick-up the materiel. The final alternative is to return the item to the ISSA.

e. When materiel is received without a shipping invoice, the warehouseman will attempt to identify the materiel by inspecting the package for a NIIN without destroying the level of packaging of the item. The package will be opened in the event a NIIN cannot be determined. Utilize expertise within the unit and FedLog to determine the NIIN and the WC which probably ordered the item. Follow the procedures in paragraph 6.b.(1), following.

Note: The recently-installed AIT scanning equipment does not properly receipt for purpose code "C" (allowance-type) items. These receipts must be processed manually until such time as corrective action is completed.

6. **Processing Receipt Transactions Against the DMR.** When the receiving section receives the shipping invoice/paperwork/manifest from the issue point, it will be processed immediately against the DMR by cross-referencing the NIIN and document number.

a. All documents should be arranged in NIIN sequence and processed first against the DMR. The supply officer and maintenance officer/WC's should establish unit procedures for pick-up of parts by WC's. The ROB is the first step and should be inducted by the issue point. For most consumer-level activities, this is the supply warehouse. Entering the document into the ROB identifies to the WC that a part/item is "on board" at supply and that it requires pick-up. If WC's are properly managing their work orders/tasks, ***there should be no need for supply to phone WC's.*** Once the WC signs for the equipment, the document needs to be identified as a POD by supply/issue point personnel.

(1) If more than one document for the same NIIN is on the DMR, and there is a backorder with a higher priority than the incoming materiel, induct the ROB to receipt for the materiel, but do not induct a POD for the backorder of the document number received. Rather, release the backorder for the document with the highest priority and issue the materiel against that document. Downgrade (modify) the priority of the document whose backorder you filled to the priority of the incoming materiel that you used to fill that backorder.

(2) If there is no backorder with a higher priority than the incoming materiel, a ROB should be inducted for the document number of the incoming materiel. Once the commodity signs for the items, the authorized personnel will receipt for this quantity in the POD field. This will cause the backorder quantity to be reduced by the amount receipted for and will complete the requisition process.

(3) When receipts are processed using AIT scanning equipment, the ROB entry remains blank in ATLASS II+; hence, when using AIT scanning equipment to process receipts, the supply section must notify the customer that parts have been received and are available for pick-up.

b. Receipt for Asset Not Appearing on the DMR. Should the NIIN on the receipt document not appear on the DMR, take the following action.

(1) Check the DMR to ascertain whether the materiel is the result of a valid requisition. If document numbers correspond, inquire the NIIN management module to determine if the NIIN is a suitable substitute. If so, the receiving section will induct the ROB and issue the item, then release the backorder by inducting the POD. If the NIIN is not identified within NIIN management module as a suitable substitute, use FedLog to determine if the item is a suitable substitute. If it is a suitable substitute, then notify the customer service section of the ISSA to create a prime-substitute relationship within ATLASS II+ for those NIIN's. If the item is not a suitable substitute, take actions per the "Erroneous Materiel" decision table found in UM 4400-124.

(2) If the receipt transaction is for a backordered item previously released by a force-fed receipt, simply induct the ROB for the quantity received and place the materiel on location as operating stock.

c. Backorder Release of Force-Fed Item. When processing receipts against the DMR, keep in mind that a backorder can be released by a receipt document with a different document number and quantity. As an example, while processing receipts against the NIIN DMR, a 3000-series receipt document is received. This is a force-fed-type document with a quantity of 10. A review of the DMR shows a recent high priority requisition for this item with a quantity of 5. A check of all remaining receipts shows nothing for that document number or NIIN. A materiel receipt transaction must be prepared to receipt for the force-fed document. ATLASS II+ will provide you a picking ticket to issue the item to the WC. Place the remaining quantity of the force-fed items in operating stocks.

d. Partial Receipt. Compare the NIIN and document number on the receipt with the information on the DMR. If a match occurs, process a ROB for the quantity received. Additionally, when the WC receives the gear, the quantity received will be inducted in the POD field by authorized personnel. This action will bring about a backorder release for the quantity received.

(1) In the case where a backorder for a quantity has been established and a review of requirements shows that part of that quantity is no longer needed, a cancellation transaction is submitted.

(2) At times, the materiel will be shipped before the ISSA receives the cancellation request; thus, when the cancellation processes, it will reduce the backorder listed on the opstock net asset posture (NAP). In this instance, the supply issue point will prepare a materiel receipt transaction for the quantity received and processes the receipt on board (ROB) and the POD. The quantity not required will be placed into operating stocks.

e. Receipt for Assets Without a Shipping Invoice. When the materiel is received without a shipping invoice, take the following actions. If the materiel can be identified with a NIIN and document number, and the materiel is to satisfy a backorder, ensure the POD is accomplished by personnel authorized to induct the transaction. If the NIIN is identified but a document number cannot be determined, receipt for the materiel with a receipt not from due. Be sure **to validate the purpose code** of the item received in order to avoid maintaining purpose code C items in operating stocks. If a receipt not from due is processed for organic equipment (purpose code C), ensure a purpose code transfer/issue to C-Stock is processed promptly.

f. Materiel Receipt From the WC

(1) The materiel receipt transaction (receipt not from due) is processed by the using unit to report the turn-in of serviceable or unserviceable materiel from a WC within the using unit. The receipt not from due transaction is also used to receipt for items for which there is no record on the DMR.

(2) When the materiel is returned to operating stocks (purpose code A), a statistical fiscal credit may be provided based on command policy.

(3) The materiel is placed in operating stocks at the issue point. The DMR clerk should manually prepare a DD 1348-1 or similar documentation to establish a chain of custody. The DD-1348-1/documentation should contain the following information: DIC, NIIN, U/I, quantity, “shipped from” and “shipped to.” Supply issue point personnel will sign and date the DD-1348/documentation.

(4) Distribution of the manually prepared DD 1348-1/chain of custody documentation is as follows:

(a) Original to the DMR clerk for input into the system (with the advent of AIT scanning equipment, the receiving area in the warehouse will process the receipt transaction).

(b) One copy to the WC turning in the materiel.

(c) Remaining copies attached to the materiel.

(5) When materiel is turned in by a WC, and the document number from which the materiel was originally issued can be identified, resubmit the original issue transaction with a credit reversal indicator entered. The issue transaction with a credit reversal indicator should only be submitted if fiscal credit is authorized in accordance with local command policy; otherwise, submit a receipt not from due as outlined herein.

g. Processing Direct Delivery Receipts

(1) When materiel is received under a direct delivery document number, the materiel handling will be the same as for a normal receipt. The receipt transaction will be processed against the NIIN DMR to obtain all outstanding document numbers for the item.

(2) After obtaining the outstanding document numbers, they will be processed by the requisitioning clerk against the document number DMR which contains the DIC AB cross-reference status trailer, citing the direct delivery document number. Once the cross-reference has been established, process the receipt transactions using the procedures previously outlined.

**7. Backorder Release or POD.** Before processing a material receipt transaction to release a backorder, personnel authorized to induct POD's should perform the following actions:

a. Compare the quantity of the backorder release with the backorder quantity on the document by reviewing the DMR. In order for the transaction to process, the backorder release quantity must be equal to or less than the DMR backorder quantity.

b. Validate that the NIIN to be released and the backordered NIIN are within the same family of NIIN's, and that the units of issue are equal. If either of these conditions is not met, the transaction will not process.

c. Ensure that the materiel receipted for was backordered under the same document number as the receipt prior to attempting to process the POD for that item. The POD field will not be accessible if there is not a backorder quantity resident.

**8. Processing Discrepancies in Shipment.** Discrepancies in shipments consist of those types of discrepancies described in paragraph 5.3, section 3, of UM 4400-124. Follow these procedures and those contained in SIM 01-97 (MRA PROCEDURES). Conduct the following causative research prior to inducting a lost shipment: 1) Look in the supply warehouse. 2) Look in the POD file for the receipt. 3) Contact the intended recipient. 4) Physically check the mailroom and their issue logs (establish procedures in the unit to coordinate the issue of items that come through the mail into the unit's mailroom – especially maps and GSA items). Once you have done these things, if the item and/or POD is still missing, then follow the procedures contained in the references above. ATLASS II+ automatically inserts the correct discrepancy code for a lost shipment. Even if you did not run the correct discrepancy code per SIM 01-97, you can still submit a Supply Discrepancy Report (SDR), SF Form 364, but you must state in the remarks section that the proper DRA (see SIM 01-97) was not submitted.

## CHAPTER 5 - FISCAL PROCEDURES

1. **General Information.** The preparation and updating of formal fiscal records are accomplished using the Standard Accounting, Budgeting, and Reporting System (SABRS). This does not change with the advent of ATLASS II+.

a. Fiscal management is inseparable from command. Commanders are legally and administratively responsible for funds granted. By virtue of billet, the supply officer serves as the using unit's fiscal officer, and is therefore accountable for managing all funding issues. To understand budgeting and fiscal management, it is necessary to know what a budget actually is.

(1) Budgeting is simply formulating a spending plan for the command to accomplish its assigned missions during a given fiscal year. The budget reflects how a commander will allocate funding in order to operate. Simply put, a budget is an itemized list of expected expenses.

(2) When formulating a budget, the fiscal officer estimates the amount of money needed for repair parts, replacement of SAC-1 (T/E) assets, SL-3 component items, petroleum, oil and lubricants (POL), self-service (DSSC) items, open purchases, and any other expenses deemed necessary. Budgets will be prepared and submitted per local standard operating procedures and timelines. In general, however, each anticipated expense should be fully justified by the fiscal officer prior to submission to higher headquarters.

(3) It is imperative that fiscal officers use all available sources of information when formulating a budget, including: historical data, short and long-range training schedules, input from commodity managers, and the unit's supply discipline report which provides a listing of the command's unfunded SAC-1 deficiencies. Remember that the unit commander has the final authority and say concerning all budgetary matters. When formulating the budget, prioritize expenditures by placing the highest requirements (usually for maintenance of equipment) first. Funding shortfalls should then be for lower priority requirements.

(4) At the beginning of each fiscal year, a funding authorization will be provided to each unit in writing by the higher headquarters Comptroller, based on the budget submitted by the unit. Once this authorization is received, a unit may begin spending funds for that fiscal year.

b. Authorizations are divided into two categories: The Operating Forces Financial System (OFFS) and Operating Budget (OPBUD).

(1) An OFFS authorization, commonly referred to as "soft dollars" or requisitional authority (RA) funding, represents funds to be spent on items ordered through the ISSA. Examples are SAC-1 deficiencies, repair parts, and SL-3 component items.

(2) An OPBUD authorization, also called "hard dollars" or planning estimate (PE) funding, is provided for self-service items and open purchase requirements. OPBUD funds represent actual cash that is spent on supplies and services.

(3) Yearly authorizations are typically broken down by quarter. The fiscal officer must be thoroughly familiar with local procedures regarding the realignment of funds from one quarter to another.

## **2. Budgeting**

a. When preparing a budget, it is necessary to consider several different areas of funding. For example, when examining deficiencies, only SAC-1 items need to be considered, as SAC-2 and SAC-3 items are paid for by COMMARFORLOGBASES and Headquarters, Marine Corps, respectively.

(1) For SAC-1 items, the fiscal officer must consider increases/decreases in total allowances, projected amounts to maintain each item (repair parts and SL-3 components), unserviceable items on hand that need replacing, items with an expired shelf-life, and operational requirements. Input from commodity managers, the unit's operations officer, logistics officer, and the commander will prove invaluable during this process.

(2) Commanders should assist the budgeting process by determining their funding priorities for the fiscal year. T/E assets belong to the unit commander. Therefore, he should decide which deficiencies will be purchased, and which will remain unfunded.

(3) Although SAC-2 and SAC-3 items are initially paid for by other agencies, the using unit is responsible for maintaining the equipment. In most units, the largest portion of the budget is devoted to maintenance of principle end items (PEI's). This area must be examined carefully using historical data, planned operations, and current readiness information.

(4) Fiscal officers must also consider planned operations that may be funded by higher headquarters. These types of operations will usually decrease the amount of funding required by a unit. Coordination with the MSC comptroller is a must to ensure the accuracy of budget submissions. All valid post-operation expenses should be properly documented, and requests for reimbursement made per local procedures.

b. Budgeting for self-service items and open purchase requirements is also important to ensure a unit can accomplish its assigned missions. Historical data will prove useful, as will input from your commodity managers. The commander should also review all open purchase requirements prior to budget submission.

(1) Local contracting offices, as well as the MSC comptrollers, will drive open purchase procedures. Care should be taken to ensure all purchases fall within legal parameters and established guidelines. In general, unit commanders should be kept apprised of all open purchase buys.

(2) Additional items that are unit specific or replacements for outdated equipment must also be considered during budget formulation. Often times, these items must be open purchased.

(3) As the fiscal year progresses, open purchase requirements may exceed fiscal authorizations. In this case, ask the commander's guidance and intent when prioritizing spending requirements.

c. Once the budget has been approved and funds authorized by the MSC comptroller, the fiscal officer, in conjunction with the unit commander, should allocate funds to each WC/section. This may be accomplished using the ATLASS II+ fiscal module. ATLASS II+ forces the WC's to obligate funds allocated to them responsibly. The system will not allow a WC to over-obligate. If a WC runs out of money, they should submit a request for additional funds to the unit commander, via the fiscal officer and logistics officer. If the commander approves the request, then the fiscal officer must go into the fiscal tab, pull funds from one area/section (i.e., from "reserved" funding) and allocate more funding to the requesting WC.

d. ATLASS II+ allows a fiscal officer to review/approve transactions meeting a certain dollar criteria prior to those transactions processing. For example, a commander may decide that all WC requisitions/tasks over \$500 should be reviewed and approved by the fiscal officer before they are submitted to the ISSA. This may be accomplished by entering the "systems" screen, located within the ATLASS main menu. Within systems, access the "administration" tab, then go into the "site" tab to set the dollar criteria. This will cause all requisitions/tasks entered by the unit, and above the set threshold, to populate in the supply mailbox awaiting approval.

e. If, during the course of the fiscal year, the fiscal officer determines more funds will be required, a request for additional funding should be forwarded through the chain of command as dictated by local procedures. Fiscal officers must ensure that authorizations are not exceeded without written approval from the MSC comptrollers.

f. Fiscal officers/supply officers are advised to ask the commanding officer's financial priorities and intent prior to submitting the budget. By way of example, a commanding officer might prioritize his funds in the following manner: 1<sup>st</sup> - equipment maintenance; 2<sup>nd</sup> - exercises and training; 3<sup>rd</sup> - T/E deficiencies. Budget execution should always be consistent with the CO's budgetary guidance.

### **3. Financial Information Pointers**

a. The Financial Information Pointer (FIP) is the SABRS key to matching budget execution to budget formulation data. In other words, the FIP shows the type of funds used and for what purpose they were used.

(1) The FIP consists of 30 alpha/numeric characters. For a detailed listing of elements comprising a FIP, refer to MCO P7300.20.

(2) Fiscal officers should familiarize themselves with three key elements of the FIP in particular. These are the Job Order Number (JON), Object Class/Subobject Class (OC/SOC), and Budget Reporting Code (see MCO P7300.20).

(3) FIP's are loaded into SABRS by the MSC comptroller. It is the unit fiscal officer's responsibility, however, to make sure the information loaded in SABRS is accurate and matches the data loaded into the unit's ATLASS II+ machine. **JON's loaded into ATLASS II+ must already be present on the SABRS FIP Table in order for requisitions to process.** Pay particular attention to this detail when conducting exercises funded by higher headquarters (exercise JON's issued), or when attaching to or detaching from another command.

(4) If information contained within FIP's changes during the fiscal year, it is the fiscal officer's responsibility to update ATLASS II+. Thus, frequent reconciliation is necessary.

#### **4. Fiscal Records**

a. There are many programs and methods available to the using unit to monitor and track fiscal expenditures on a daily basis. While procedures are locally driven, it is important to note that ***SABRS remains the "boss" fiscal file.*** The ATLASS II+ fiscal module currently does not possess the capability to track/process price variances, and it improperly deobligates funds when a SAC-3 document is canceled (erroneously reverting those funds back into your balance available for obligation). This will obviously skew your fiscal accounting records within ATLASS II+. Therefore, the fiscal officer must reconcile the unit's internal reports, whether they are ATLASS II+ reports, informal ledgers/logbooks, or computer accounting programs, with SABRS reports. In order to ensure fiscal management is up-to-date, this reconciliation should be completed after each SABRS cycle (frequency of SABRS' cycles varies by location).

b. Numerous reports exist in SABRS to assist the using unit in fiscal management (see MCO P7300.20 for a complete listing and description). At the using unit level, though, it is beneficial to become familiar with two main types of reports: Budget Execution and Material and Services.

(1) In order to access these reports in SABRS, a unit must first know its fund administrator (FA) code. This is a two-digit code, assigned locally, that identifies a specific unit under a MSC (i.e., battalion within the division). Refer to MCO P7300.20 for more information.

(2) Budget Execution reports show the bottom line, so to speak. The main report managed by using units is the Fund Administrator Management Report, or XR-16. The XR-16 lists current authorizations, obligations, and remaining balances for both RA and PE funds. **Note: the unit's total authorization contained in ATLASS II+ may not match the XR-16.** Refer to paragraph 4.a, above, for details.

(3) Material and Services reports detail actual transactions that created obligations, credits, or errors. Depending upon the report, the transactions are listed by document number, OC/SOC, FIP, or other financial information. Those reports listed by document number prove most useful to using units.

c. Using units should, at a minimum, work the following financial reports:

(1) M275 - The Daily Transaction Update Report lists each individual transaction, by document number, that was processed. Any change in reservation, obligation, expense, or

liquidation of a document will be reflected on this report. The fiscal officer must reconcile internal records (logbooks, customized fiscal reports, etc.) with the M275 to ensure documents are posting properly in SABRS. Furthermore, price variances/changes may be monitored using the M275.

(2) M207 - DSSC Daily Transaction Report shows each self-service transaction processed into the current cycle. DSSC receipts should be reconciled with this report after each cycle to ensure charges made to the unit are correct. Credits given to units for turn-ins will also post to the M207. This report is like your self-service “bank statement” and must be monitored closely.

(3) M150 - The Unliquidated Orders Report (ULO) provides the unit with all transactions that have not completed, or “liquidated.” MCO P7300.20 mandates that this report be reviewed at least quarterly, but local procedures may set more stringent requirements.

(a) It is essential that all documents resident on the M150 report be reconciled with the unit’s DMR, per local guidelines. Through this reconciliation, a unit ensures that documents expense and liquidate correctly. Using units may also discover the need to recoup obligated funds during this review, resulting in an increase in funds available for obligation. Units may want to use ADHOC reports within ATLASS II+ to assist in the validation process. Without reconciling the M150 report with internal records, a fiscal officer cannot present the unit’s accurate fiscal posture to the commander.

(b) Corrective action is the responsibility of the fiscal officer. Local procedures will dictate, however, who actually enters corrective transactions into SABRS. For more information on SABRS’ data entry, refer to MCO P7300.20 and the SABRS Material and Services User’s Manual.

d. Fiscal officers should keep their commanders apprised of the unit’s fiscal posture at least weekly, as each SABRS cycle will produce changes. Reports and/or briefings should be provided to commanders and higher headquarters per local procedures and as desired.

## **5. Fiscal Transactions**

a. Fiscal officers should be familiar with certain transactions generated in SABRS. Each transaction processed through ATLASS II+ will not necessarily produce a SABRS’ transaction, but a few essential ones must be monitored.

(1) An over-the-counter issue from the using unit will produce an issue (D7A) fiscal transaction in SABRS, citing the cost code assigned by the unit. The end result is an obligation.

(2) When an item is requisitioned, a DGA (obligation) fiscal transaction results. If the requisition is canceled, a DGA (reversal) will be generated in SABRS which deobligates the funds allocated for that document. This transaction will appear on the M275 report as a DGA, preceded by a negative (-) sign. The resulting increase in available funds will also post to the XR-16, under both the “obligations” and “available balance” columns.

(3) When the using unit releases a backorder, a DG6 is created in SABRS. Backorders are frequently released as the unit receipts for parts and equipment received from various sources of supply, which causes the document to be expensed and ultimately liquidated.

(4) The ISSA will also post walk-thru requisitions to the using unit's financial records. The transaction will post to SABRS as an issue (D7A).

b. Open purchase requirements are processed per local procedures. With the advent of the International Merchant's Purchase Authorization Card (IMPAC), commercial procurement from non-Governmental organizations has been streamlined. Local contracting offices, in conjunction with the MSC comptroller, will determine the guidelines for processing SABRS' transactions resulting from IMPAC buys. Regulations governing the use of IMPAC purchases are quite strict. It is incumbent upon the fiscal officer to monitor such purchases closely, and to request assistance from contracting or comptroller personnel when unsure of the legalities involved.

## CHAPTER 6 – GUIDANCE FOR SUPPLY SUPERVISORS

1. **Purpose.** This chapter is designed to provide practical guidelines for supervisors in the day-to-day management of an account. It is not intended to be all-inclusive. Rather, it focuses upon the main tasks a supervisor must perform in order to ensure the supply account runs efficiently and effectively, as well as provide optimum supply support to the command, in accordance with current orders and directives. As a supervisor, you are encouraged to explore the capabilities of ATLASS II+ within your shop and unit. Maximize the potential of a system that is not batch process oriented and tailor your office procedures to operate in a continuous pattern. For example, you may need to place a terminal in the warehouse at the issue/receiving point to minimize the number of times a POD is handled. Grant access/rights and privileges, “SQ’s,” as deemed appropriate, to enhance the operations of the unit as a whole. When employed properly, ATLASS II+ can frequently replace the need for phone calls, meetings and other time-consuming activities; the information is right there and easily accessible. For instance, the commanding officer and the operations officer have access to readiness information and can pinpoint problem areas without calling for a staff meeting.

a. The FSA may very well fall under the umbrella of the supply officer -- by design, you are the unit’s “materiel management officer.” Learn all that the “SYSTEM” section of ATLASS can do. Explore all the modules and discuss the capabilities and limitations of ATLASS II+ with the S-3/S-4/maintenance officers, etc. Assign FSA’s with prudence. Learn all management and balance codes – these are the new codes you and your Marines need to understand in order to efficiently manage your supply account.

*Pay particular attention to the interface modules in ATLASS II+. Your interfaces must be up and running in order for incoming and outgoing transactions or status to flow properly. Closely monitor, in conjunction with the unit FSA, all screens within the interface modules. Many times what appears to be a major problem can be fixed quite easily. For example, status on your transactions will not flow properly if the “CONUS” block is not checked within the interface module. Make it a part of your daily routine to check your interfaces. Reference CG II MEF Msg 061400Z Jul 00 for detailed information concerning daily interface checks that must be performed. If unit personnel encounter an interface problem that they cannot remedy, immediately contact the II MEF Help desk.*

2. **Scope of Responsibilities.** Supervisors shoulder many responsibilities, far too numerous to list here. The myriad of tasks that must be accomplished within a supply account may be simplified, however, by breaking them down into daily tasks, weekly tasks, and monthly tasks. This chapter focuses on the weekly and monthly tasks that should be accomplished by supervisors.

3. **Weekly Tasks.** Each day within a supply account is very important. Neglect within certain areas may have far-reaching impacts (e.g., requisition management). Clerks must be made aware of the importance of their daily/weekly tasks. Supervisors cannot possibly manage each and every daily task performed, nor is that approach advisable. There are several things a supervisor can do, however, to facilitate management functions on a weekly basis.

a. **Reports.** Since supervisors cannot review all the various reports every day, they should devise a schedule that enables them to review all major reports in a week's time. For example, Monday may be scheduled for the Unit Material File, Tuesday for the Document Management Report, and so on. In general, the following reports, or samples thereof, should be reviewed weekly:

(1) **Unit Material File.** Check all annotations for accuracy, and ensure the clerk satisfactorily answers any questions you may have. Select a few TAMCNs at random and ask the clerk to show you any required supporting documentation/system approvals for changes made to the records. Supply officers are advised to initial all changes at least weekly, if your unit maintains paper copies of the UMF.

(2) **ATLASS II+ Mailboxes.** Property accounting and requisitioning/fiscal mailboxes should be checked at least daily. All transactions resident in the mailboxes require approval before updating property records or submitting requisitions. It is important to note that ATLASS II+ allows for continuous transmission of data to the intermediate level and wholesale level. While the absolute minimum is to check the mailboxes once daily, it is recommended that periodic checks be performed throughout the day, such as upon arrival to work, mid-morning, prior to lunch, post-lunch, mid-afternoon, and at the end of the day. This will allow data to flow and will actually reduce the amount of time you spend in front of the computer. Presently, most wholesale sources of supply run four cycles daily, making it entirely possible for you to receive status for your documents the same day that you initially process them.

(3) **Purpose Code 'A' Stock.** Weekly reviews of your operating stocks will help validate that parts and equipment are being properly managed.

(4) **ADHOC Reports.** Supervisors are also encouraged to create and use ADHOC reports for daily/weekly review. Reports that list the same information previously found on the SASSY Unit Performance Report and Balance Analysis Report will prove particularly useful.

b. **Reconciliations.** Reports that should be reconciled weekly are:

(1) **UMF/SMF.** Pull a small sample of your Section Material Files (one or two WC's) weekly and reconcile both the on hand and allowance quantities with the UMF. Take aggressive action to fix any disparities, and, if possible, don't move on to other reconciliations until all currently identified discrepancies have been fixed. Also, make sure that all serial numbers recorded on the SMF match the serial numbers actually on hand. Have the clerk back-brief you on any disposal, rollback, or redistribution action as required. ***Supervisors must stay abreast of the movement of assets in or out of the command.***

(2) **Purpose Code 'A'/UMF.** Ensure purpose code 'C' equipment is not resident in 'A' stock. Furthermore, if the unit does not rate operating stocks, items should not remain in Purpose Code A for more than 30 days. Work and resolve discrepancies as they occur.

4. **Coordination.** During the course of a day/week, coordination with several people may become necessary. Examples include: the unit's logistics officer, executive officer, commanding

officer, various responsible officers, the regimental supply officer, and higher headquarters' supply/maintenance offices. Much of a supervisor's day is spent in meetings with all of the above-mentioned personnel. The important point here is that you remember to pass along key information to both superiors and subordinates. Coordination meetings can prove very useful if handled correctly and can also become a great source of assistance and/or knowledge.

a. It is highly recommended that you report all relevant supply issues to both the logistics officer and commanding officer on a frequent basis (daily to weekly for the CO and daily for the S-4). Both of these billets possess a vested interest in the supply account and can provide much-needed guidance concerning logistical matters.

b. Coordinate with the logistics officer for all matters pertaining to field operations, upcoming deployments, feeding plans, operational requirements, personnel issues, and fiscal.

c. Coordinate with the commanding officer on all matters of unit policy, procedures, inventory results (gains/losses), fiscal, and commander's intent for supply operations.

d. Coordinate with the operations officer and your company commander for issues surrounding your section's training schedule. This area is often overlooked, unfortunately. Supervisors should lobby to have their section training time placed on the unit's training schedule. This ensures your section training receives the command attention it deserves.

e. Coordinate with higher headquarters whenever necessary. Frequently, higher headquarters will schedule meetings of supervisory personnel. Make every attempt to attend these meetings, as valuable information is usually presented. These meetings also serve as great opportunities for you to gain some network contacts among other logisticians.

f. Remember to utilize ATLASS II+ capabilities to the fullest extent possible, and educate your superiors on how to most effectively use the system in support of the command's supply (and maintenance) efforts. This will ultimately enhance the ability of your unit to accomplish its assigned mission.

5. **Scheduling**. Time management represents a crucial task for supply supervisors. Producing weekly and monthly schedules is one way to ensure valuable time isn't wasted. As a supervisor, you must take the time to "chart the course," so to speak, for your section.

a. Published schedules allow each clerk to know what task, operation, or training must be accomplished for that particular day or week. Obviously, printed schedules should remain flexible and will be dependent upon various situations or circumstances. It is imperative, however, that supervisors convey what tasks need to be completed for each week in a month. Within reason, hold your subordinates responsible for completion of scheduled tasks.

b. Section SOP's are a good place to publish the daily requirements of each job. Take the time to produce SOP's for every job within your section, and require clerks to incorporate it in their desktop procedures. Shop around other units and higher headquarters for good SOP's and

desktop procedures. Review other SOP's/desktop procedures and then tailor them to suit your section's goals and needs.

c. When used properly, schedules and SOP's allow all clerks in the section to know what tasks to accomplish each day when they report to work. Again, hold subordinates responsible, but remain flexible and reasonable. Only so much can be accomplished in a day's time. A word of caution: review all SOP's to ensure the guidelines within current orders and directives are not being violated. For more information regarding SOP's and desktop procedures, refer to paragraphs 1008 and 1009 of MCO P4400.150E.

6. **Monthly Tasks.** Some of the tasks described above may become monthly occurrences, vice weekly, based upon the operational tempo, deployments, and various other external factors. Focus on the section's monthly tasks will greatly increase the supervisor's awareness of the supply section's performance.

a. **Reports.** Just as there are reports that should be reviewed weekly, the following reports should also be looked at monthly:

(1) **EAF/UMF.** Take a sample of your total number of TAMCN's on record and review them for accuracy. In particular, make sure all allowances for Type I/II/III items are loaded correctly. Local allowance listings will also prove useful in this reconciliation process. At a minimum, this should be accomplished after each monthly MDL update.

(2) **DMR.** Review the Document Management Report monthly looking for proper follow-up actions and the proper use of priority designators. Also, concentrate on the management of high-priority documents. Make phone calls, if necessary, to ensure status is satisfactory. Go over any problem documents, such as ***lonesome demands or aged status***, with your clerk. Provide solutions and/or training to the clerk, if needed. A great feature of ATLASS II+ is that of the unified database. The WC and the supply section both see the same status on the screen. There is no need for a line-by-line reconciliation; however, the commodity manager and supply officer should be engaged to resolve problems for NMCS requisitions, such as delay in status/bad status or when the estimated ship date (ESD) does not meet requirements. The supply section has now become more like a customer service section for their various work centers. That is, WC's should manage their own requisitions and call upon the supply section when assistance is required. Three general questions should be asked by the WC and supply:

- **Is what's required on order?** ATLASS II+ generates requisitions based on the WON; however, managers must pay attention to cancelled documents and the reject status and take appropriate management actions. Look for transactions passed to an IMM that have been in review (BD) or pass (BM) status longer than two to three days. With ATLASS II+, your transactions are passed to IMM's numerous times a day. As mentioned earlier, IMM's have up to four cycles daily. What are you waiting for...? **Pick up the phone and call the IMM** or submit the appropriate follow-up transaction. The codes in UM 4400-124 and the DLA Customer Assistance Handbook apply. WCs should contact supply immediately for assistance.

- **Is what's on order required?** Look for requisitions not associated to a WON, or for parts ordered for repair or an event (e.g., an exercise) that has been cancelled. Look for a due-in from the source of supply with no corresponding customer backorder (excess dues). Cancel these excess requirements to ensure funds are properly deobligated in SABRS.
- **Will the ESD meet my requirement?** If the ESD does not meet your requirement, then you should ***pick up the phone and call the IMM or contact your ISSA's Customer Service Section.*** In most cases, it is best to allow supply or maintenance management personnel to contact the IMM/ISSA, although it is permissible for WC's to do so when necessary. The commanding officer or designated representative must approve certain Urgency of Need Designators (UND) and must also approve the entire WON. Refer to MCO P4790.2C.

**NOTE:** Remember to check your interfaces prior to calling outside sources for help! Your documents may not be reaching the ISSA because the interface is turned off or set up incorrectly.

(3) SMF. Specific information is provided in section 3.b(1), above. Supervisors, however, should make sure to review enough WC's each week, so as to complete all WC's in a given quarter. If each and every SMF has been thoroughly reviewed prior to scheduled quarterly reconciliations, discrepancies reported by RO's will be kept to a minimum.

(4) DRMO Lists. These lists should be reconciled as required. By reviewing DRMO requests created by your warehouse and/or WC's, and cross-referencing them to your mailbox, you can ensure equipment is being disposed of in a timely manner. This reconciliation will keep your warehouse in order and also help keep your commodity managers' storage areas tidy.

(5) Money/Value Gain Loss Reports. Since gains and losses affect accountable balances, these reports should be reviewed on a regular basis; printing and preparing them for the CO's signature on a monthly basis is recommended. Commanders have a vested interest in all gains and losses in a supply account, so it is wise to aggressively and professionally prepare the MVGL Report.

(6) Warehouse Locations. It is recommended that a location verification be performed for a sample of all locations within your warehouse at least once a month. ATLASS II+ requires each and every asset coming into the unit to be assigned a location. If not managed properly and aggressively, assets may remain in "phantom" locations, such as "Pending CA" for extended periods of time. Warehousemen must be trained in the efficient and proper use of the ATLASS II+ warehouse module, in order to ensure proper inventory control.

b. Packaged Operational Rations (POR's). Monthly reviews of POR records are recommended. In most units, the volume of ration transactions conducted in a week/month is fairly low. Therefore, this review should be simple, fast, and easy. Supervisors should ensure that all rations are being accounted for "from the cradle to the grave." Also, inspect any rations which may be on hand serviceability and shelf-life. Validate actual on-hand quantities with supporting documentation and research any discrepancies that exist. Refer to MCO P10110.40B for specific regulations concerning the requisition, storage, accountability, and issue of rations.

Active FMF units are not authorized to stock POR's; residual POR's may be kept for periods not to exceed 30 days in anticipation of upcoming exercises.

c. Personal Effects. Supervisors should communicate with their unit's administrative section (or consolidated admin center) at least bimonthly. Ensure that all personnel given TAD orders in excess of 30 days have been offered secure storage for their effects. Also, keep an eye out for personnel assigned to the brig, in the hands of civilian authorities, on appellate leave, or on leave for extended periods of time. Specific regulations concerning personal effects may be found in MCO P4050.38B. Due to legal ramifications, supervisors must make this area a **high priority**. Assign a responsible, trustworthy, and professional NCO as your personal effects' custodian.

d. Inventories. Spot inventories should be scheduled at least monthly. Supervisors must decide, however, on the merits of increased inventories based upon the condition of the account and operational tempo, among other things. Select a small sample of TAMCN's to inventory each month. By conducting spot inventories, supervisors can ensure property records reflect accurate on-hand balances. This practice will greatly reduce the number of discrepancies discovered during annual wall-to-wall inventories as well. Supervisors should also publish cyclic inventory schedules. ATLASS II+ allows you to schedule both spot and cyclic inventories for a specific range of TAMCN's. See figure 3-1, preceding, for more information concerning inventories.

e. Training. This area is frequently misunderstood by supervisors, and is therefore often overlooked. Problems arise not because the day-to-day, on-the-job MOS training is being neglected, but because supervisors are unaware of how to properly identify problem areas, train to those deficiencies, and then document training and proficiency. The following guidelines are provided:

(1) Training does not have to occur in a classroom environment. In other words, supervisors can legitimately document on-the-job training (OJT). In fact, training should be constant and continuous in supply sections. It is also recommended, however, that scheduled classes be given whenever possible. These classes should also address problem areas or negative trends in the supply account.

(2) Train in accordance with Individual Training Standards (ITS's). If at all possible, make all documented training relevant to the MOS and applicable ITS's. Refer to MCO 1510.73B and MCO 1510.34A for more information concerning ITS's.

(3) When classes are scheduled, ensure class outlines and attendance rosters are used. Cross-reference attendance rosters with individual training records. All training must be documented in each individual's training record. Individual folders should also reveal which ITS's were trained to and on what date.

(4) It is recommended that a section SOP be devised to document OJT. The key element is the ability to cross-reference training conducted with individual training records. Supervisors should assign a competent and aggressive NCO or SNCO as the section's training officer. This will ensure OJT occurs and is properly documented.

(5) Supervisors should review any training conducted at the end of each week. ***Training will not fall behind or be neglected if this recommendation is put into practice.*** Solid training programs always benefit the section. By increasing the knowledge of skill-level and supervisory-level personnel, you will also increase the overall effectiveness of the unit.

7. **General Management Guidance.** The contents of the chapter, so far, have focused upon specific things supervisors may do to ensure the smooth day-to-day functioning of the supply section. The discussion below contains more broad principles to assist supervisors in their daily activities.

a. **Leadership.** When all is said and done, the success or failure of a supply account depends largely upon the day-to-day leadership provided by supervisors. Care should be taken to mentor and counsel subordinates as often as possible concerning their performance. The simple principle of knowing your subordinates will take you far, as that personal knowledge of each clerk will better enable you to train to his/her needs. Three main things that a supervisor should do every day are discussed below:

(1) **Communicate.** Keep the lines of communication open at all times. Ensure clerks know the “big picture” of the supply account and realize the manner in which their job is interrelated with others. For example, it is the supervisor’s responsibility to make sure the SMF clerk coordinates any changes in a WC’s on-hand quantity with the UMF Clerk, and vice versa. Likewise, the warehouse and UMF clerk must communicate effectively concerning disposal actions, receipting actions, inventories, personal effects, and so on. The lines of communication should be open from the top to the bottom and bottom to top. Supervisors must communicate their intentions to subordinates well and must also be able to accept constructive criticism or new ideas from their clerks. Poor communication within the supply section will quickly degrade the effectiveness and efficiency of the supply account itself.

(a) **Scheduled Meetings.** Supervisors should schedule or call section meetings whenever necessary. Organized, scheduled meetings work well to inform personnel of upcoming operations/deployments, the focus of main effort, long-term or short-term goals, and the supervisor’s expectations. These meetings may also hone in on specific problem areas and offer a forum for the presentation of workable solutions.

(b) **Unscheduled Meetings.** Impromptu meetings should be called when required. Short meetings during the day serve to refocus personnel on the important issues at hand and are very effective during fast, hectic workdays. Supervisors should always attempt to meet with the section chiefs each day to discuss any pertinent issues. Shop chiefs and clerks must also feel free to ask supervisors for guidance or a quick meeting when necessary. Again, open communication is paramount to success.

(2) **Teamwork.** Along the same lines as communication, supervisors must encourage teamwork within the supply section. Each and every job within the section is linked, in some way, to another. The effectiveness of the warehouse location system greatly impacts the accuracy of the UMF, for example. Constant, daily training and encouragement of subordinates will ensure your account functions as a smooth machine. When all members of a supply section

understand the overall impact of their jobs, and they communicate effectively with one another, the supervisor's job is much easier. Lapses in communication and teamwork must be corrected immediately.

(3) **Priority Setting and Delegation.** Set priorities for your Marines to allow them to focus on what's important first. The junior Marines of the section should handle nearly all supply work. The supply officer should focus on future supply support accountability issues in order to set realistic goals for the supply section to achieve.

b. **Available Resources.** Several resources exist to assist the supply supervisor in the performance of daily duties. Use them as often as necessary and be willing to request assistance from other agencies. The list of agencies/resources below is not all-inclusive, but is intended to point the supervisor in the right direction.

- (1) Supply Management and Assistance Teams (SMAT).
- (2) Regimental/Squadron Supply Officers.
- (3) Division/Wing/FSSG Supply Office.
- (4) Customer Service Section/Deployment Support Sections of the ISSA.
- (5) Marine Corps Logistics Chain Analysis Team East
- (6) ATLASS II+ CD-ROM based Tutorial.
- (7) II MEF Help Desk

The following web sites also contain an abundance of supply, maintenance, and ATLASS II+ information:

\*\* MCLCAT East web <http://www.lejeune.usmc.mil/mclcat>

\*\* Supply School web site: <http://www.lejeune.usmc.mil/mccsss/sup>

6. **Summary.** With aggressive leadership and the application of guidelines contained within current orders and directives, supervisors can effectively and successfully manage their supply accounts. Recommendations provided in this chapter will greatly assist the supervisor in establishing and maintaining optimal supply support within the command. Finally, supply personnel are encouraged to continually read applicable reference material contained in policy, users manuals, TM's, SI's, and SOP's. The MCLCAT EAST supply checklists are also a good place to start when looking for the guidance you need in a particular situation. Semper Fi!